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San Francisco Urban Forestry Council

PLANNING AND FUNDING COMMITTEE

NOTICE OF CANCELLED MEETING
Thursday, January 15, 2009, 4:15 p.m.
Room 421, City Hall

The **Thursday, January 15, 2009, 4:15 p.m. Regular Meeting** of the Urban Forestry Council's Planning and Funding Committee has been **CANCELLED.** The next Regular Meeting is scheduled for Thursday, February 19, 2009, 4:15 p.m. at City Hall, Room 421. An agenda will be prepared and distributed at least 72 hours prior to the next scheduled meeting. If you have any questions, please contact the Council Secretary at (415) 355-3709 or Council Coordinator at (415) 355-3731. You may also visit the Urban Forestry Council Planning and Funding Committee's website http://sfgov.org/site/sfenvironment_meeting.asp?id=61013 for additional meeting information.

Respectfully submitted by,

Monica Fish, Council Secretary

Posted: January 7, 2009

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San Francisco
Urban Forestry Council

PLANNING AND FUNDING COMMITTEE

SF
UFC.8
#1
2/19/09
cancelled

NOTICE OF CANCELLED MEETING
Thursday, February 19, 2009, 4:15 p.m.
Room 421, City Hall

The **Thursday, February 19, 2009, 4:15 p.m. Regular Meeting** of the Urban Forestry Council's Planning and Funding Committee has been **CANCELLED.** The next Regular Meeting is scheduled for Thursday, March 19, 2009, 4:15 p.m. at City Hall, Room 421. An agenda will be prepared and distributed at least 72 hours prior to the next scheduled meeting. If you have any questions, please contact the Council Secretary at (415) 355-3709 or Council Coordinator at (415) 355-3731. You may also visit the Urban Forestry Council Planning and Funding Committee's website http://sfgov.org/site/sfenvironment_meeting.asp?id=61013 for additional meeting information.

Respectfully submitted by,

Monica Fish, Council Secretary

Posted: February 9, 2009

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San Francisco
Urban Forestry Council

PLANNING AND FUNDING COMMITTEE

SF
V10.8
#1
2/26/09
Cancelled

NOTICE OF CANCELLED MEETING
Thursday, March 19, 2009, 4:15 p.m.
Room 421, City Hall

The **Thursday, March 19, 2009, 4:15 p.m. Regular Meeting** of the Urban Forestry Council's Planning and Funding Committee has been **CANCELLED.** The next Regular Meeting is scheduled for Thursday, April 16, 2009, 4:15 p.m. at City Hall, Room 421. An agenda will be prepared and distributed at least 72 hours prior to the next scheduled meeting. If you have any questions, please contact the Council Secretary at (415) 355-3709 or Council Coordinator at (415) 355-3731. You may also visit the Urban Forestry Council Planning and Funding Committee's website http://sfgov.org/site/sfenvironment_meeting.asp?id=61013 for additional meeting information.

Respectfully submitted by,

Monica Fish, Council Secretary

Posted: February 26, 2009

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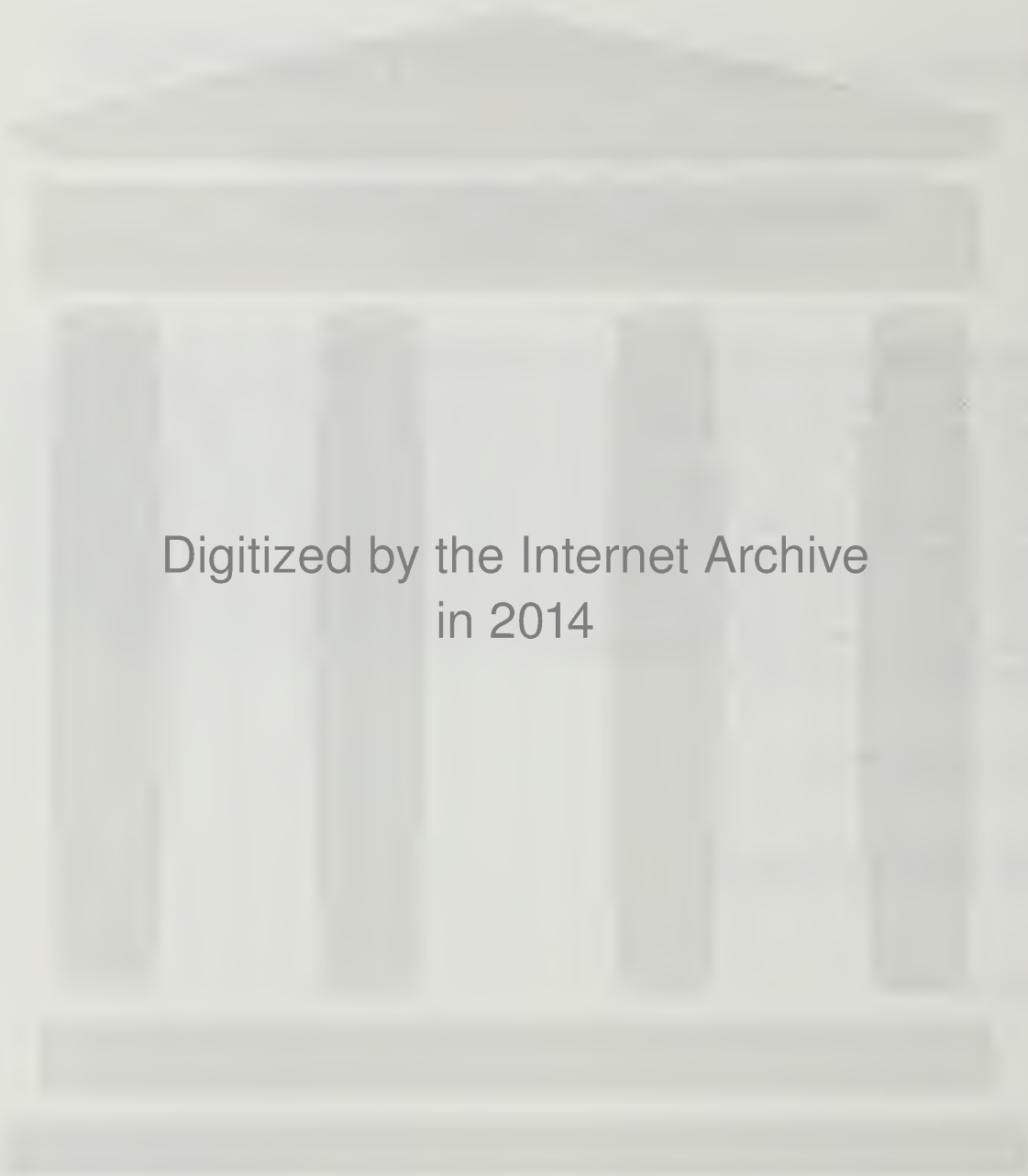

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

Regular Meeting Notice and Agenda
Thursday, April 16, 2009, 4:15 P.M.
City Hall, Room 421
One Dr. Carlton B. Goodlett Place,
San Francisco, CA 94102

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COMMITTEE MEMBERS: Carla Short (Chair), Naomi LeBeau, Terry Milne, Bonnie Ora Sherk.

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the September 18, 2008 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: September 18, 2008 Draft Minutes http://sfgov.org/site/sfenvironment_page.asp?id=89463) (Discussion and Action)
3. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Illegal Topping of Trees and Billboard Visibility.** Sponsor: Committee Chair Short (Discussion)
5. **New Business/Future Agenda Items.** (Discussion).
6. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
7. **Adjournment.**

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

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1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

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When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Monica Fish, Council Secretary TEL: (415) 355-3709 FAX: (415) 554-6393

Posted: April 7, 2009

CITY ANDCOUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL PLANNING & FUNDING COMMITTEE
REGULAR MEETING
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MAY - 6 2009

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Thursday, April 16, 2009, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Carla Short (Chair), Naomi LeBeau, Terry Milne, Bonnie Ora Sherk

Order of Business

1. **Call to Order and Roll Call.** The Planning and Funding Committee meeting convened at 4:18 p.m. Present: Chair Short, Members LeBeau, Milne and Sherk (4:41 p.m.).

2. **Approval of Minutes of the September 18, 2008 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Discussion and Action) Upon Motion by Member Milne and second by Chair Short, the September 18, 2008 Meeting Minutes were approved without objection (Absent: Member Sherk) (Explanatory Document: September 18, 2008 Approved Minutes http://sfgov.org/site/sfenvironment_page.asp?id=89463).

3. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

4. **Illegal Topping of Trees and Billboard Visibility.** Sponsor: Committee Chair Short (Discussion)

   Chair Short reported that San Francisco Beautiful is concerned about billboards as it relates to blight in the City, and there is concern about the practice of topping of trees to accommodate billboards. A meeting was held with the Department of Public Works (DPW), Friends of the Urban Forest (FUF), San Francisco Beautiful, and the Planning Department to talk about what can be done. DPW is able to issue fines in some instances to people who top trees for billboards if they are right of way trees. When the trees are fronting a property but the billboard is on a different property, a fine can't be issued to the adjacent property owner of the trees when it may have been done without their permission or knowledge. There may not be a way to prove that the billboard company was responsible if that is the case. Chair Short reported that short-term actions to prevent this situation include sending a notice of violation information flyer to billboard owners reminding them that topping trees, reducing their height, or removal without permit is illegal.

   A discussion was held about the Council's possible involvement in making a recommendation to the Board of Supervisors to make a code change to create a higher fine for damage to trees if that damage was commercially-driven for financial gain. It was explained that a lot of signs are not officially permitted, and Member Milne discussed the Planning Department regulations for business signs. Chair Short reported that San Francisco Beautiful could be a partner in this effort to change the legislation to create a higher fine. A discussion was held on whether DPW's Deputy City Attorney or the Urban Forestry Council's Deputy City Attorney should produce the legislation. Member Milne stated that this issue could be discussed at the next Council meeting and indicated that Deputy City Attorney Cabrera would be invited to provide advice.

Chair Short reported on the proposal at the meeting with San Francisco Beautiful of San Francisco Beautiful, FUF, and activist groups working together to do a letter writing campaign to the sponsor of the billboard when trees are topped for billboard visibility. The sponsor might then put pressure on the billboard company. Member Milne recommended creating a blog. A discussion was held on requiring that licensed contractors be required to do the work. Chair Short stated that some licensed contractors do bad tree work, but the biggest problem is with unlicensed people. It was explained that there are laws in the books, but they are not always enforced. Chair Short recommended creating a voluntary compliance program instead of requiring an actual city permit or license to work on trees.

Member LeBeau discussed illegal root pruning that is done by concrete contractors. Chair Short reported that there is nothing in the code that discusses root pruning because in many circumstances it is essential, otherwise the tree would have to be removed. It was recommended that the Committee as a future agenda item discuss changing or getting more flexibility on engineering standards for sidewalks. Member LeBeau stated that basin expansion is a possibility. It was stated that awareness needs to be raised of damage caused to trees by root pruning in order to repair sidewalks.

Member Milne recommended a discussion of this item at the April 28th Council meeting and requested that the Deputy City Attorney provide a report that can be forwarded to the Board of Supervisors for further action.

5. **New Business/Future Agenda Items.** (Discussion) Coordinator Hui recommended further discussion of a voluntary compliance program for those who prune trees. Member Sherk reported on a hearing she attended where there was a discussion on energy and off-shore oil drilling. It was explained that the delta is too shallow and may break in an earthquake. The deltas were created by the Army Corp of Engineers and are completely devoid of any vegetation and trees. Member Sherk reported that trees and understory, particularly native trees in this case, would be helpful in strengthening the levies.

   Member Sherk stated that there was so much devastation during the Thailand tsunami because people took out the mangrove, which protected the coastline. Member Sherk stated that trees should be thought of as being functionally important for multiple reasons as they provide structural benefits, attract wildlife, provide green skills job training, and improve quality of life, so there are lots of reasons to plant trees.

   Member LeBeau discussed notices that people receive about having to repair their sidewalk within a certain amount of time, and if they don't comply, someone would do it for them. Also, if they had an existing tree basin, it was paved over for them and they were sent the bill. Member LeBeau stated that she would bring the list to a future Committee meeting to review which places had basins that were paved over. Chair Short indicated that this list should be reviewed with the Department of Public Works, not necessarily the Council. Member Milne stated that basins could be preserved when sidewalks are repaved, but that if a contractor or agency is doing the work, they can't just leave a hole there. Chair Short reported that DPW sends a notice of violation with direction for obtaining a tree permit or to pay an in-lieu fee to pave the basin. It is an option not to plant, but it costs a lot of money to not plant. Member Sherk suggested putting in gravel or a permeable surface if planting a tree is not an option. Chair Short reported that there are rules about sidewalk engineering, and a special sidewalk permit would be required, which costs more than planting a tree. Member Le Beau stated that FUF would have provided a tree, but were not contacted. A discussion was held on the need for education.

6. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

7. **Adjournment.** The Planning and Funding Committee meeting adjourned at 5:07 p.m.

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Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco, 11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

Approved:

CITY ANDCOUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL PLANNING & FUNDING COMMITTEE
REGULAR MEETING
APPROVED MINUTES

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Thursday, April 16, 2009, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Carla Short (Chair), Naomi LeBeau, Terry Milne, Bonnie Ora Sherk

Order of Business

1. **Call to Order and Roll Call.** The Planning and Funding Committee meeting convened at 4:18 p.m. Present: Chair Short, Members LeBeau, Milne and Sherk (4:41 p.m.).

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7. **Adjournment.** The Planning and Funding Committee meeting adjourned at 5:07 p.m.

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Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco, 11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

*Approved: May 21, 2009

05-13-09A11:17 RCVD

City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

Regular Meeting Notice and Agenda
Thursday, May 21, 2009, 4:15 P.M.
City Hall, Room 421
One Dr. Carlton B. Goodlett Place,
San Francisco, CA 94102

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COMMITTEE MEMBERS: Carla Short (Chair), Naomi LeBeau, Terry Milne, Bonnie Ora Sherk.

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the April 16, 2009 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: April 16, 2009 Draft Minutes http://sfgov.org/site/sfenvironment_page.asp?id=103599) (Discussion and Action)
3. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Increasing Fines for Tree Damage for "Commercial Gain."** (Discussion)
5. **Programs for Establishing a Citywide Tree Pruning and Maintenance Company List.** (Discussion)
6. **Review of the Annual Urban Forest Report Survey.** The Committee will review and make recommendations to improve the survey and accompanying cover letter which is used to gather data for the annual Urban Forest Report. (Explanatory Documents: Questionaire Cover Letter (Word) http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2009/Questionairecoverletter.doc and Questionaire Template (Word) http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2009/Questionairetemplate.doc) (Discussion and Possible Action)
7. **Urban Forestry Council Budget.** The Committee will discuss the state of the Urban Forestry Council budget for Fiscal Year 2009-2010. (Discussion)
8. **New Business/Future Agenda Items.** (Discussion).
9. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
10. **Adjournment.**

Public Comment

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Other Important Information

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Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, upon request to the Council Secretary at the above address, telephone number 415-355-3709, via e-mail at Monica.Fish@Sfgov.org, or at the Planning and Funding Committee's meeting agenda and minutes link **http://sfgov.org/site/sfenvironment_meeting.asp?id=61013** within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Planning and Funding Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the meeting website link **http://sfgov.org/site/sfenvironment_meeting.asp?id=61013** as links to the agenda or meeting minutes (by item).

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Monica Fish, Council Secretary
Phone: (415) 355-3709 Fax: (415) 554-6393

Posted: May 8, 2009

SF Environment
Our home. Our city. Our planet.

GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

July 1, 2008

Subject: Urban Forestry Council Annual Report Questionnaire

Dear _____:

The Urban Forestry Council is required to issue an Annual State of the Urban Forest Report as described in Section 5.329(b) of the Urban Forestry Council Ordinance. As a result, the Council is surveying city agencies and community groups about their tree planting, maintenance, management and related planning. Please complete the questionnaire and return it to the Urban Forestry Council Coordinator by Monday, July 14th, 2008.

The Mayor and Board of Supervisors will read the information you provide about your agency's tree management activities. This is an opportunity to outline specific accomplishments and challenges. It is advantageous to provide detailed information.

If you are participating in this report for the first time, the Council strongly encourages you to fill out the attached questionnaire as thoroughly as possible. The questionnaire is intended to gather information regarding the state of San Francisco's urban forest. Specifically, we are seeking information about trees under your jurisdiction within the City and County of San Francisco, that you have some responsibility for planting, maintaining, or managing, or that may be included in your planning efforts.

If you responded in the past, the Council thanks you for your cooperation. Your input was, and continues to be, critical in the construction of the annual Urban Forest Report.

We will send you the final report, which incorporates the responses to this questionnaire. Please be advised that any information provided will be available to the public.

The Urban Forestry Council thanks you for your efforts in caring for San Francisco's trees, and we look forward to working with you.

If you have any questions or comments, please call Mei Ling Hui at 415-355-3731.

A staff member will contact you prior to July 7th to answer any questions you may have and help facilitate completion of the questionnaire. Please e-mail your responses to meiling.hui@sfgov.org

Respectfully,

Mei Ling Hui, Urban Forestry Council Coordinator

Attachments: Urban Forestry Council Ordinance, Questionnaire

Department of the Environment, City and County of San Francisco
11 Grove Street, San Francisco, CA 94102
Telephone: (415) 355-3700 • Fax: (415) 554-6393
Email: environment@sfgov.org • www.sfenvironment.com

100% Post-Consumer Content

Annual Report to the San Francisco Urban Forest Council
July 1, 2007 through June 30, 2008

Organization/Agency:

Contact name/title:

Address:

Phone:	Fax:	Email:

Please describe your organization/agency's urban forest related activities within the City and County of San Francisco:

Please describe the location of the trees under the jurisdiction of your organization/agency. What is the total area of the land space that your organization/agency is responsible for?

How many trees is your organization/agency responsible for?

☐ 1-10 ☐ 11-100 ☐ 101- 1000 ☐ 1001- 10,000 ☐ Greater than 10,000

Does your organization/agency respond to service requests from the general public or other organizations or agencies? What is the nature of the requests that your organization/agency responds to? How does your organization/agency respond?

Additional information:

Please describe what you see as your greatest need or priority for that part of the urban forest most relevant to your agency/organization.

What is your greatest concern regarding the overall health, general care, or population of the part of the urban forest your organization/agency is responsible for?

What is the limitations does your organization/agency have that affect the above concerns?

How could these concerns and limitations be addressed?

Does your organization/agency have adequate staffing and funding to properly maintain the part of the urban forest your organization/agency is responsible for? What would be adequate? How many urban forest related staff positions does your organization/agency have?

Additional information:

Describe any National, State, or local legal mandates imposed on your organization/agency.

National mandates

State mandates

Local mandates

Other

Additional information:

Describe current policies, programs or guidelines that your organization/agency follows. Please include copies of these documents with this form.

What are your major program areas?

How are your programs structured?

How are work plans created?

How are service requests received and processed?

How are the services provided by your organization/agency tracked?

What are your organization/agency's reporting requirements and how are they met?

Additional information:

What can the Urban Forestry Council do for your organization/agency?

List sources of funding for current reporting period (7-01-07 though 6-30-08) for urban forest related activities in the City and County of San Francisco including planting, pruning and removal of trees and repair to sidewalks.	City:
Budget for tree planting, include establishment period care if applicable:	State:
Budget for tree care, including infrastructure maintenance if applicable:	Federal:
Budget for education, volunteer programs or related programs:	Foundation Grants:
Other expenses:	Private Donations:
Total urban forest related budget for work in the City and County of San Francisco:	**Total organization/agency budget for work in the City and County of San Francisco:**

10.8
5/21/09
draft

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

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REGULAR MEETING
DRAFT MINUTES

Thursday, May 21, 2009, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Carla Short (Chair), Naomi LeBeau, Terry Milne, AnMarie Rodgers, Bonnie Ora Sherk

Order of Business

1. **Call to Order and Roll Call.** The Planning and Funding Committee meeting convened at 4:40 p.m. Present: Chair Short, Members Milne and Sherk; Excused: Members LeBeau and Rodgers.

2. **Approval of Minutes of the April 16, 2009 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Discussion and Action) Upon Motion by Member Milne and second by Member Sherk, the April 16, 2009 Meeting Minutes were approved without objection (AYES: Chair Short, Members Milne and Sherk; Absent: Members LeBeau and Rodgers) (Explanatory Document: April 16, 2009 Approved Minutes http://sfgov.org/site/sfenvironment_page.asp?id=103599)

3. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

4. **Increasing Fines for Tree Damage for "Commercial Gain."** (Discussion) Chair Short reported that the Deputy City Attorney and the Council would be discussing this agenda item at the Council's May 22 meeting. It was explained that it is unlikely that the Code can be changed to increase the fine which starts at $1489 per tree. Chair Short explained that it would be beneficial if the value of the tree were known before the damage occurred, but most often when dealing with an excessive pruning case, the value of the tree is not known before the damage occurs. Chair Short stated that it would be more feasible to focus on education and information instead of issuing bigger fines so that trees are not damaged in the first place.

   Member Sherk recommended that university interns be asked to prepare a study/inventory of the current urban forest, in particular significant trees, so their value can be assessed. Interns could be issued college credit for their work on the project. Council Coordinator Hui reported that the Department of Environment submitted a grant for a tree map project that would include this type of information. Coordinator Hui explained that employing university interns would require funding for management and maintenance, and that her work for the Council exceeds what is presently allocated by existing funding. In addition, it would require space to house interns which is not currently available at the Department. Member Milne stated that it is a good idea that is worth exploring, and that it is a possibility that the Council could contribute somehow. Member Sherk stated that it is a good opportunity for the Council to actually develop constructive programs that

are going to be useful for the City as it relates to the urban forest, and asked that the Council consider future programs to call attention to these issues.

5. **Programs for Establishing a Citywide Tree Pruning and Maintenance Company List.** (Discussion)

   Chair Short stated that the Deputy City Attorney would be providing advice on this agenda topic at the Friday, May 22 Council meeting. It was explained that there is a lot of resistance to having a voluntary compliance program, and alternatives would be considered at tomorrow's meeting.

6. **Review of the Annual Urban Forest Report Survey.** The Committee will review and make recommendations to improve the survey and accompanying cover letter which is used to gather data for the annual Urban Forest Report. (Explanatory Documents: Questionnaire Cover Letter (Word) http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2009/Questionairecoverletter.doc and Questionnaire Template (Word) http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2009/Questionairetemplate.doc) (Discussion and Possible Action)

   Committee members reviewed the 2008 cover letter and questionnaire that would be issued at the end of this fiscal year to all relevant agencies that have responsibility for trees. Coordinator Hui reported that the cover letter would be addressed directly to the agency director and or staff who would be in charge of filling out the survey. A generic letter would be issued if a staff person was not available. It was explained that several agencies did not respond last year and the best information available was used, some of which was pulled together from public hearings. Committee members recommended that (1) stronger language be used in the cover letter that specifies the requirement for completing the survey; (2) to inquire what if any significant changes have taken place since last year's report; (3) formatting changes be applied to the letter and survey; and (4) Council review the draft report once responses have been received.

7. **Urban Forestry Council Budget.** The Committee will discuss the state of the Urban Forestry Council budget for Fiscal Year 2009-2010. (Discussion)

   Coordinator Hui reported that support of the Urban Forestry Council's program amounts to approximately $100,000 annually, all of which includes staff time. This amount does not include funding for the annual pruning workshop or landmark tree tour. It was explained that a request was made for $25,000 from each agency that is supported by the Council, which includes the San Francisco Public Utilities Commission (SFPUC), Planning, Redevelopment, Department of Public Works, Recreation and Park, and a small amount from the Airport. Member Sherk recommended asking other agencies for additional funding such as the Port, Health Department, and School District and donations from private individuals. Chair Short recommended seeking advice from the Deputy City Attorney and the Department of the Environment whether it would be legal to approach other agencies and private individuals for funding/donations. Coordinator Hui reported that there may be a threshold amount for private donations and explained the Board of Supervisors accept and expend grant approval process.

   Coordinator Hui reported that funding agencies did not provide the full amount of $25,000 last year because the Board cut the contribution to approximately $17,500 due to budgetary shortfalls. Coordinator Hui stated that it is expected that the Recreation and Park Department would allocate $5,000; the Airport $1,000, and there is a possibility of receiving $22,356 from the Department of Public Works and possibly $25,000 from the PUC. Funding is not expected from the Planning Department or the Redevelopment Agency, so the total expected is $55,356, which is roughly half of what is needed to provide staffing. This shortfall would mean that the remaining time for the

Coordinator position would be allocated to the Environmental Justice program as much as funding allows. It was also explained that the Council Secretary's time is cut down already, and the $100,000 does not include funding for her support. Potential consequences discussed include staffing of only one Urban Forestry Council meeting per month and no meetings for the Planning and Funding and Landmark Tree Committees.

Committee members discussed the possibility of lobbying the Supervisors in order to provide funding, appear at budget meetings of funding agencies and the Board of Supervisors, and send letters of support for Council funding to funding agencies, the Board of Supervisors and Mayor. Coordinator Hui reported that the Department issues an annual letter to contributing agencies requesting funding. Member Sherk recommended asking the media to support the relevance of the Council. Member Sherk also recommended that the Council prepare a self-assessment as to its relevance. Chair Short recommended that the Council Chair talk with members of the Board, attend budget hearings, and prepare a letter to Board members reporting on how the city benefits from the Council's existence and how it cannot function without funding.

8. **New Business/Future Agenda Items.** (Discussion). Future agenda items for the June 18th meeting include a discussion of the Council's relevance, direction, self assessment, and required financial support.

9. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

10. **Adjournment.** The Planning and Funding Committee adjourned at 5:42 p.m.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at **Monica.Fish@Sfgov.org**.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco, 11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

*Approved:

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
APPROVED MINUTES

Thursday, May 21, 2009, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Carla Short (Chair), Naomi LeBeau, Terry Milne, AnMarie Rodgers, Bonnie Ora Sherk

Order of Business

1. **Call to Order and Roll Call.** The Planning and Funding Committee meeting convened at 4:40 p.m. Present: Chair Short, Members Milne and Sherk; Excused: Members LeBeau and Rodgers.

2. **Approval of Minutes of the April 16, 2009 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Discussion and Action) Upon Motion by Member Milne and second by Member Sherk, the April 16, 2009 Meeting Minutes were approved without objection (AYES: Chair Short, Members Milne and Sherk; Absent: Members LeBeau and Rodgers) (Explanatory Document: April 16, 2009 Approved Minutes http://sfgov.org/site/sfenvironment_page.asp?id=103599)

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   Committee members reviewed the 2008 cover letter and questionnaire that would be issued at the end of this fiscal year to all relevant agencies that have responsibility for trees. Coordinator Hui reported that the cover letter would be addressed directly to the agency director and or staff who would be in charge of filling out the survey. A generic letter would be issued if a staff person was not available. It was explained that several agencies did not respond last year and the best information available was used, some of which was pulled together from public hearings. Committee members recommended that (1) stronger language be used in the cover letter that specifies the requirement for completing the survey; (2) to inquire what if any significant changes have taken place since last year's report; (3) formatting changes be applied to the letter and survey; and (4) Council review the draft report once responses have been received.

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   Coordinator Hui reported that support of the Urban Forestry Council's program amounts to approximately $100,000 annually, all of which includes staff time. This amount does not include funding for the annual pruning workshop or landmark tree tour. It was explained that a request was made for $25,000 from each agency that is supported by the Council, which includes the San Francisco Public Utilities Commission (SFPUC), Planning, Redevelopment, Department of Public Works, Recreation and Park, and a small amount from the Airport. Member Sherk recommended asking other agencies for additional funding such as the Port, Health Department, and School District and donations from private individuals. Chair Short recommended seeking advice from the Deputy City Attorney and the Department of the Environment whether it would be legal to approach other agencies and private individuals for funding/donations. Coordinator Hui reported that there may be a threshold amount for private donations and explained the Board of Supervisors accept and expend grant approval process.

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one Urban Forestry Council meeting per month and no staffing for Planning and Funding and Landmark Tree Committee meetings.

Committee members discussed the possibility of lobbying the Supervisors in order to provide funding, appear at budget meetings of funding agencies and the Board of Supervisors, and send letters of support for Council funding to funding agencies, the Board of Supervisors and Mayor. Coordinator Hui reported that the Department issues an annual letter to contributing agencies requesting funding. Member Sherk recommended asking the media to support the relevance of the Council. Member Sherk also recommended that the Council prepare a self-assessment as to its relevance. Chair Short recommended that the Council Chair talk with members of the Board, attend budget hearings, and prepare a letter to Board members reporting on how the city benefits from the Council's existence and how it cannot function without funding.

8. **New Business/Future Agenda Items.** (Discussion). Future agenda items for the June 18th meeting include a discussion of the Council's relevance, direction, self assessment, and required financial support.

9. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

10. **Adjournment.** The Planning and Funding Committee adjourned at 5:42 p.m.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at **Monica.Fish@Sfgov.org.**

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco, 11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

*Approved: June 18, 2009

06-11-09P12:00 RCVD

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

Regular Meeting Notice and Agenda
Thursday, June 18, 2009, 4:15 P.M.
City Hall, Room 421
One Dr. Carlton B. Goodlett Place,
San Francisco, CA 94102

Committee Members: Carla Short (Chair), Naomi LeBeau, Terry Milne, AnMarie Rodgers, Bonnie Ora Sherk.

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the May 21, 2009 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: May 21, 2009 Draft Minutes http://sfgov.org/site/sfenvironment_page.asp?id=105193) (Discussion and Action)
3. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Review of the Annual Urban Forest Report Survey.** The Committee will review and make recommendations to the amended survey and cover letter which is used to gather data for the annual Urban Forest Report. (Continued Discussion from the May 21, 2009 Meeting) (Explanatory Documents: Amended Questionnaire Cover Letter (Word) http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2009/Questionairecoverletter(1).doc and Amended Questionnaire Template (Word)) http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2009/Surveydraft(1).doc) (Discussion and Possible Action)
5. **Urban Forestry Council Strategic Planning.** The Committee will review the Council's opportunities, constraints, strategies, direction, and assess Council strengths/weaknesses. Committee will also discuss current resource needs and may make strategic planning suggestions to the full Council. Sponsor: Member Sherk (Explanatory Document: Council Work Plan (Word) http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2009/CouncilWorkPlan.doc) (Discussion and Possible Action)
6. **New Business/Future Agenda Items.** (Discussion).
7. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
8. **Adjournment.**

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agendized item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council Planning and Funding Committee meetings will be held at City Hall, Room 421, One Dr. Carlton B. Goodlett Place, San Francisco, CA. City Hall meeting rooms are wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Govemmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

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When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Monica Fish, Council Secretary
Phone: (415) 355-3709 Fax: (415) 554-6393

Posted: June 8, 2009

SF Environment

Our home. Our city. Our planet.

GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

July 1, 2009

Subject: Urban Forestry Council Annual Report Questionnaire

Dear _____:

The Urban Forestry Council (UFC) is preparing this year's Annual State of the Urban Forest Report which is provided to the Board of Supervisors, the Mayor, and city department and agency heads to direct polices and funding that effect urban forestry in San Francisco, as required by Section 5.329(b) of the UFC Ordinance. To accomplish this, the Council is surveying city agencies and community groups about their tree planting, maintenance, management, and related planning activities.

Please complete the questionnaire and return it to the UFC Coordinator by Friday, July 17th, 2009.

The Mayor and Board of Supervisors will read the information you provide about your agency's tree management activities. This is an opportunity to outline your agency or organization's specific accomplishments and challenges. It is advantageous to provide detailed information; in addition to providing information to the city's policy makers, the report, information you provide will help meet reporting requirements to maintain San Francisco's new status as a "Tree City USA." As in the past, the Mayor and the Board of Supervisors will be notified if you do not respond.

If you are participating in this report for the first time, the Council strongly encourages you to fill out the attached questionnaire as thoroughly as possible. The questionnaire is intended to gather information regarding the state of San Francisco's urban forest. Specifically, we are seeking information about trees under your jurisdiction within the City and County of San Francisco, that you have some responsibility for planting, maintaining, or managing, or that may be included in your planning efforts.

If you responded in the past, the Council thanks you for your cooperation. Your input continues to be critical in the construction of the Annual Urban Forest Report.

We will send you the final report, which incorporates the responses to this questionnaire. Please be advised that any information provided will be available to the public.

A staff member will contact you the week of July 6th to answer any questions you may have and help facilitate completion of the questionnaire. Please e-mail your responses to meiling.hui@sfgov.org. If you have any questions or comments, feel free to email or call Mei Ling Hui at 415-355-3731.

The Urban Forestry Council thanks you for your efforts in caring for San Francisco's trees and we look forward to working with you.

Respectfully,

Mei Ling Hui, Urban Forestry Council Coordinator

See Attachments: Urban Forestry Council Ordinance, Questionnaire

Department of the Environment, City and County of San Francisco
1 Grove Street, San Francisco, CA 94102
Telephone: (415) 355-3700 • Fax: (415) 554-6393
Email: environment@sfgov.org • www.sfenvironment.com

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Annual Report to the San Francisco Urban Forest Council
July 1, 2008 through June 30, 2009

Your Organization/Agency:

Contact name/title:

Mailing address:

Phone:	Fax:	Email:

Please describe your organization/agency's urban forest related activities within the City and County of San Francisco

*Please include copies of any documents describing current polices, programs, or guidelines with this form.

1. What, if any, significant changes have taken place within your agency or organizations UF programs in the last fiscal year?

2. What are your major program areas?

3. Please describe how your program staffing is structured.

4. Please describe how staff work plans are created.

5. Does your organization/agency work with other urban forest organizations/agencies? If so, how?

6. Does your organization/agency respond to, or work with, the general public? If so, how?

7. How are the services provided by your organization/agency tracked?

8. What are your organization/agency's reporting requirements and how are they met?

Please describe the portion of the urban forest your organization/agency is responsible

1. How many trees are your organization/agency responsible for? (Approximate or known)

2. Please describe the location of the trees under the jurisdiction of your organization/agency.

3. What is the total open or landscaped area that your organization/agency is responsible for?

4. Does your organization/agency work with other urban forest organizations/agencies? If so, how?

5. Does your organization/agency respond to, or work with, the general public? If so, how?

Please describe your greatest need for the urban forest.

1. What is your greatest concern regarding the overall health, general care, or population of the part of the urban forest your organization/agency is responsible for?

2. What are the limitations of your organization/agency that affect the above concerns?

3. How could these concerns and limitations be addressed?

4. How many urban forest related staff positions does your organization/agency have?

5. Does your organization/agency have adequate staffing and funding to properly maintain the part of the urban forest your organization/agency is responsible for?

6. If you responded "No" to question five, what would be adequate staffing and funding?

Please describe any legal mandates that affect your organization/agency.

National mandates

State mandates

Local mandates

Other

What would you like to see the Urban Forestry Council work on?

List sources of funding for the current reporting period (7-01-07 though 6-30-08) for urban forest related activities in the City and County of San Francisco including, but not limited to, planting, pruning and removal of trees and repair to sidewalks.

Income: Please describe both the level of funding and the nature of funding (i.e. taxes, bonds, etc.)	**Expenditures:** By program area
City:	
State:	Budget for tree planting, include establishment period care if applicable:
Federal:	Budget for tree care, including infrastructure maintenance if applicable:
Foundation Grants:	Budget for education, volunteer programs or related programs:
Private Donations:	Other expenses:
Total organization/agency budget for work in the City and County of San Francisco:	**Total urban forest related budget for work in the City and County of San Francisco:**

Thank you for participating in this year's Annual Urban Forest Report.

Your input will help guide policy and funding for San Francisco's urban forest programs in the future.

You will receive a copy of the report once it is completed.

Please send this finished questionnaire, and direct any comments or questions to the Urban Forestry Council Coordinator at meiling.hui@sfgov.org or (415) 355-3731

Urban Forestry Council 2008 Work Plan

Section A- Highest Priority Items:

1. Urban Forest Plan Priority Action Steps as agreed to by the Planning and Policy Committee.

2. Research other agency initiatives on planning, construction, and capital projects and how they may relate to the urban forest in terms of timing and scope. Create a comprehensive list of citywide urban forest activities and then decide what the most important areas for the Council to be involved with, such as the Better Streets Plan, Wastewater Management Plan and Planning Department's Urban Forest Master Plan. Work with bicyclists and pedestrians to create better streets and study the relationship of trees, pedestrian, automotive, and bicycle paths of travel. If possible, involve interns with putting together a baseline of citywide activities that would include a short description, timelines, funding requirements and funding sources. Research and share ideas from other countries.

3. Involvement in other City projects that Council members and City agencies are working on; such as work on the Islais Creek and other watersheds in San Francisco. Discussion of trees, uncovering streams, to create more ecological ways to create drainage and aquifer replenishment, study different kinds of greening and places for greening.

4. Involvement in large public projects that have impact on the urban forest so that trees are protected during development either by private property owners or developers. Create requirements for no net loss of trees on private and public property, amend Planning Code Section 143 and strengthen other relevant codes and help public agencies enforce laws so that private property owners and contractors do not damage trees. Focus on methods of enforcement on protection of trees including examining the possibility of bonding requirements.

5. Participation in requesting funding from bonds directed towards urban forest work around the state; e.g., Proposition 84, land and water bond, in which millions of dollars are allocated for the urban forest around the state and the Recreation and Park bond allocated to the urban forest and trail restoration.

6. Crocker Amazon and other park projects to install artificial turf play fields that resulted and would result in a loss of trees. Council to discuss processes used in approving projects and make recommendations on MOU's. Discuss whether public and private entities are working well together in the interests of the public. Ensure adequate public participation—what role should private entities play in the stewardship of public places. Create Resolutions and make presentations to Commissions to pay attention to these issues. Discussion of City subcontracting and the public process. Ensure the City is following state law SB1277.

7. Work on funding for the Council

8. Raise awareness and funding to maintain trees that are being planted and exist in the City under City agency management with the public, City agencies, the Board of Supervisors, and the Mayor's office.

9. Agree to a definition of the urban forest in order to help make better choices for work plan selections.

10. Look into the feasibility of requiring a certification for anyone who works on a tree under City jurisdiction. Consider training programs for the public.

Section B- Secondary Priority Items:

- Work on City policy to address the pine pitch canker. Include discussion of the effects on Monterey pines in San Francisco and City resources that are being used for removal and disposal of these trees; e.g., SFPUC does not have resources to attend to establishment and planting of new trees.

- Create a paradigm shift as to how San Francisco urban dwellers see our streets, sidewalks, trees, underground, and aboveground regarding sidewalk pocket parks and green belts, through writing articles, etc.

- Expand Recommended Street Tree list.

- Create a citizen public outreach campaign on an annual or two-year basis to heighten awareness of what the public's role should be in relation to the urban forest. Consider including seasonal tree care information.

Section C- Lowest Priority items:

- Conduct monthly meetings between the Council Chair, Ms. Hui, a Board of Supervisors Representative (preferably the Board President), and the Director of Greening in order to discuss the Council's activities and provide monthly updates.

- Review last year's work plan for carry-over items (MM).

- Discuss Council's interactions with other City Hall agencies. Increase public outreach through written articles to newspapers.

- Work on tree recommendations beyond street trees; review additional tree species that might be larger in stature or native species that aren't as large that are not appropriate for streets but could be recommended to property owners as property backyard trees or to agencies that have land. Create companion lists to the current street tree list that include an open space list, backyard tree list, etc.

- Recommend that the Board of Supervisors nominate a certain number of trees per year (and per district) for landmark status.

- Determine the role of the Council on the SF Tree Map project.

- Recommend to the Board of Supervisors to (1) regulate or impose fines when major renovations for tree plantings do not follow the requirement to plant 20 feet on center and (2) charge an in lieu fee for capital improvement projects run by the city when trees are removed and cannot be replaced. The fee would be allocated to DPW to plant trees in an alternate location.

- Expand the Arbor Day celebration to include pruning guidelines in addition to planting.

- Encourage more media and publicity surrounding tree maintenance/pruning. Focus on public participation and education (training sessions) on tree pruning guidelines in addition to planting. Establish fees to cover costs for trainings on pruning guidelines.

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

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REGULAR MEETING
DRAFT MINUTES

Thursday, June 18, 2009, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place

San Francisco, CA 94102

COMMITTEE MEMBERS: Carla Short (Chair), Naomi LeBeau, Terry Milne, AnMarie Rodgers, Bonnie Ora Sherk

Order of Business

1. **Call to Order and Roll Call.** The Planning and Funding Committee meeting convened at 4:32 p.m. Present: Chair Short, Members Milne and Sherk; Excused: Member LeBeau; Absent: Member Rodgers.

2. **Approval of Minutes of the May 21, 2009 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Discussion and Action) Upon Motion by Member Milne and second by Member Sherk, the May 21, 2009 Meeting Minutes were approved with an amendment to Item 7, 2nd paragraph, last sentence to change "and no Planning and Funding and Landmark Tree Committee meetings to "no staffing for Planning and Funding and Landmark Tree Committee meetings." (AYES: Chair Short, Members Milne and Sherk; Absent: Members LeBeau and Rodgers) (Explanatory Document: May 21, 2009 Approved Minutes http://sfgov.org/site/sfenvironment_page.asp?id=105193)

3. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

   Mr. Doug Wildman, Friends of the Urban Forest (FUF), recommendations comments on the Urban Forestry Council and Planning and Funding Committee's discussions on programs for establishing a citywide tree pruning and maintenance company list that included improving public awareness and encouraging pruning standards through education (e.g. offering a once a month informational session to people that prune trees) and posting notices on trees that have been issued pruning violations by the Department of Public Works. Council Member Milne reported that various possibilities had previously been discussed with the Council and Deputy City Attorney, e.g., licensing, certification, putting notices on trees that have had pruning violations, and establishing a voluntary compliance list with City pruning standards. It was explained that the City Attorney's office felt that there would be liability issues associated with having a voluntary compliance list from companies that would be taken off the list. Chair Short explained that a permitting process was discussed as a possibility, but would require a full-time staff person, which the current budget situation would not provide for. Mr. Wildman asked that the Council discuss additional solutions to this issue. Chair Short recommended advocating for additional staffing to provide better enforcement of pruning violations. Member Sherk recommended a multimedia campaign to provide public education on pruning standards.

Council Coordinator Hui reported on the campaign in New York where art students would be posting signs to highlight urban forestry, and those signs would later be made into bags that would be auctioned off and benefit urban forest programs. It was explained that a similar campaign would be implemented in San Francisco through the Department of the Environment's Outreach Program, the Mayor's Office, and with the support of Art Academy students. .

4. **Review of the Annual Urban Forest Report Survey.** The Committee will review and make recommendations to the amended survey and cover letter which is used to gather data for the annual Urban Forest Report. (Continued Discussion from the May 21, 2009 Meeting) (Explanatory Documents: Amended Questionnaire Cover Letter (Word) http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2009/Questionairecoverletter(1).doc and Amended Questionnaire Template (Word)) http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2009/Surveydraft(1).doc) (Discussion and Possible Action)

   Committee members provided recommendations for revisions to the survey/cover letter for recommendation to the Urban Forestry Council to approve at their June 23, 2009 meeting.

5. **Urban Forestry Council Strategic Planning.** The Committee will review the Council's opportunities, constraints, strategies, direction, and assess Council strengths/weaknesses. Committee will also discuss current resource needs and may make strategic planning suggestions to the full Council. Sponsor: Member Sherk (Explanatory Document: Council Work Plan (Word) http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2009/CouncilWorkPlan.doc) (Discussion and Possible Action)

   Member Sherk stated that the Council should be clear as to what their role is and should have a higher profile. Coordinator Hui reported that the Council adopted a Work Plan in March of 2008 (see explanatory document above) that should be reviewed regularly. Chair Short suggested thinking about what the Council would want to achieve in order to make a difference. It was explained that the Council is comprised of diverse representatives, the majority of which are voluntary members that may be too busy to commit to additional responsibilities outside of meetings. Chair Short recommended that the Council could guide or take a lead in providing education and awareness building, but would be limited because it is not a funded body.

   Member Milne stated that the Council has had significant achievements over the last few years--the most recent was its involvement in the installation of a sidewalk pocket park for a Sunset District school. Member Milne stated that the stoppage of work on the Urban Forest Master Plan due to budget constraints is a significant loss, but there is nothing the Council can do about it. Coordinator Hui reported that the Planning Department allocated $200,000 to work on the report, spent about $40,000 or $60,000, and an additional $120,000 or $140,000 would have to be raised to complete the report. Member Milne explained that the final report was being worked on by the Planning Department so that it could be placed in the General Plan. Chair Short explained that there is a perception that if the Plan were not incorporated into the City's General Plan, that it would not be widely used. Coordinator Hui reported on the Department of the Environment's discussions held with Mr. Andres Power of the Planning Department to discuss when and if the Plan would be funded again, and it was felt that the Plan could move forward again once funding became available. It was also reported that the Commission on the Environment would be discussing strategies to move the Plan forward at their July 13 Policy Committee meeting.

   Member Sherk recommended that there be representation from the Council on the Recreation and Open Space Plan Committees. Chair Short stated that the Work Plan includes priority items such as reviewing City project plans and requesting that presentations be provided to the Council so the Council can provide feedback. Coordinator Hui reported on the resistance from the Planning

Department to make presentations because they state that they have to follow their guidelines. A discussion was held on the need for the Urban Forestry Council to inform those guidelines.

Member Sherk suggested that the Council in partnership with the Living Library be involved in providing school and community education and outreach relating to urban forestry, e.g. tree and understory planting, pruning guidelines, stewardship workshops, understanding species and habitat, ecological placement, etc. Coordinator Hui reported that annual pruning workshops are being held, and that she is currently working with the Library on the "Green Stacks" program on a program called "Lawn Goodbye." It was explained that there is an opportunity to work with the library to host a specific lecture series to address topics that Member Sherk is referring to. Member Sherk stated that the Council should strategize with the resources that they have. Chair Short recommended that the Council identify a specific idea or activity to work on, then discuss resources and put together an action plan.

Member Sherk recommended creating a special education committee/workgroup to brainstorm strategies and asked that this item be added to the Council's agenda for discussion at the July meeting. Member Sherk inquired whether the Planning and Funding Committee has identified any solutions to funding in the past. Member Milne reported that there has been frustration about securing funding as most outreach efforts for grants, etc. are not for administration of programs. It was recommended that funding be requested for a specific activity that would include administration of the program. Member Sherk discussed the success of other groups in achieving their goals. Member Milne discussed roadblocks that the Council has had to face to reach goals that other organizations that are not affiliated with the City do not have.

Coordinator Hui recommended scheduling a Council retreat to discuss this issue and would report back on the process for doing so. Chair Short recommended that the Committee present to the Council the idea of starting an education working group, doing a strategic planning exercise and request feedback on how that should happen, whether it is through a retreat or other means.

Chair Short left at this time. Item 6 was not heard due to a loss of quorum.

6. **New Business/Future Agenda Items.** (Discussion). This item was not heard at this time.

7. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

8. **Adjournment.** The Planning and Funding Committee meeting adjourned at 5:42 p.m.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at **Monica.Fish@Sfgov.org.**

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco, 11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

*Approved:

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approved

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

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REGULAR MEETING
APPROVED MINUTES

Thursday, June 18, 2009, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place

San Francisco, CA 94102

COMMITTEE MEMBERS: Carla Short (Chair), Naomi LeBeau, Terry Milne, AnMarie Rodgers, Bonnie Ora Sherk

Order of Business

1. **Call to Order and Roll Call.** The Planning and Funding Committee meeting convened at 4:32 p.m. Present: Chair Short, Members Milne and Sherk; Excused: Member LeBeau; Absent: Member Rodgers.

2. **Approval of Minutes of the May 21, 2009 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Discussion and Action) Upon Motion by Member Milne and second by Member Sherk, the May 21, 2009 Meeting Minutes were approved with an amendment to Item 7, 2nd paragraph, last sentence to change "and no Planning and Funding and Landmark Tree Committee meetings to "no staffing for Planning and Funding and Landmark Tree Committee meetings." (AYES: Chair Short, Members Milne and Sherk; Absent: Members LeBeau and Rodgers) (Explanatory Document: May 21, 2009 Approved Minutes http://sfgov.org/site/sfenvironment_page.asp?id=105193)

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4. **Review of the Annual Urban Forest Report Survey.** The Committee will review and make recommendations to the amended survey and cover letter which is used to gather data for the annual Urban Forest Report. (Continued Discussion from the May 21, 2009 Meeting) (Explanatory Documents: Amended Questionnaire Cover Letter (Word) http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2009/Questionairecoverletter(1).doc and Amended Questionnaire Template (Word)) http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2009/Surveydraft(1).doc) (Discussion and Possible Action)

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Chair Short left at this time. Item 6 was not heard due to a loss of quorum.

6. **New Business/Future Agenda Items.** (Discussion). This item was not heard at this time.

7. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

8. **Adjournment.** The Planning and Funding Committee meeting adjourned at 5:42 p.m.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at **Monica.Fish@Sfgov.org.**

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco, 11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

*Approved: August 20, 2009

San Francisco Urban Forestry Council

PLANNING AND FUNDING COMMITTEE

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NOTICE OF CANCELLED MEETING
Thursday, July 16, 2009, 4:15 p.m.
Room 421, City Hall

The **Thursday, July 16, 2009, 4:15 p.m. Regular Meeting** of the Urban Forestry Council's Planning and Funding Committee has been **CANCELLED** due to a lack of quorum. The next Regular Meeting is scheduled for Thursday, August 20, 2009, 4:15 p.m. at City Hall, Room 421. An agenda will be prepared and distributed at least 72 hours prior to the next scheduled meeting. If you have any questions, please contact the Council Secretary at (415) 355-3709 or Council Coordinator at (415) 355-3731. You may also visit the Urban Forestry Council Planning and Funding Committee's website http://sfgov.org/site/sfenvironment_meeting.asp?id=61013 for additional meeting information.

Respectfully submitted by,

Monica Fish, Council Secretary

Posted: July 6, 2009

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

Regular Meeting Notice and Agenda
Thursday, August 20, 2009, 4:15 P.M.
City Hall, Room 421
One Dr. Carlton B. Goodlett Place,
San Francisco, CA 94102

Committee Members: Carla Short (Chair), Naomi LeBeau, Terry Milne, AnMarie Rodgers, Bonnie Ora Sherk.

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the June 18, 2009 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: June 18, 2009 Draft Minutes http://sfgov.org/site/sfenvironment_page.asp?id=107057) (Discussion and Action)
3. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Review and Edit of the Annual Urban Forest Report Draft.** The Committee will review and edit the Annual Report Draft and make a recommendation to adopt the report to the full Council. Sponsor: Council Coordinator Mei Ling Hui (Explanatory Document: Annual Report Draft) (Discussion and Action)
5. **Review and amendment of the "San Francisco Street Tree Recommendations List" for recommendation to the Urban Forestry Council.** Sponsor: Member LeBeau (Explanatory Document: San Francisco Street Tree Recommendations List) (Discussion and Possible Action)
6. **Urban Forestry Council Strategic Planning.** The Committee will review the Council's opportunities, constraints, strategies, direction, and assess Council strengths/weaknesses. Committee will also discuss current resource needs and may make strategic planning suggestions to the full Council. (Continued from the June 18, 2009 Meeting) Sponsor: Member Sherk (Discussion and Possible Action)
7. **New Business/Future Agenda Items.** (Discussion).
8. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
9. **Adjournment.**

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agendized item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council Planning and Funding Committee meetings will be held at City Hall, Room 421, One Dr. Carlton B. Goodlett Place, San Francisco, CA. City Hall meeting rooms are wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

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(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

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Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, upon request to the Council Secretary at the above address, telephone number 415-355-3709, via e-mail at Monica.Fish@Sfgov.org, or at the Planning and Funding Committee's meeting agenda and minutes link **http://sfgov.org/site/sfenvironment_meeting.asp?id=61013** within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Planning and Funding Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the meeting website link **http://sfgov.org/site/sfenvironment_meeting.asp?id=61013** as links to the agenda or meeting minutes (by item).

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Monica Fish, Council Secretary
Phone: (415) 355-3709 Fax: (415) 554-6393

Posted: August 12, 2009

San Francisco Street Tree Species List – a collaboration with San Francisco Bureau of Urban Forestry and Friends of the Urban Forest

Disclaimer: These lists contain trees that can work as sidewalk trees in San Francisco. Every planting site has unique conditions. A lot of factors go into choosing a tree. This list can help you decide but should not be used without the help of a tree professional.

List A: Species that perform well in many locations in San Francisco

Arbutus x 'Marina'
Callistemon citrinus
Callistemon viminalis
Cordyline australis
Eriobotrya deflexa
Gingko biloba 'Autumn Gold', 'Saratoga'
Lagunaria patersonii
Lophostemon confertus (formerly Tristania conferta)
Magnolia grandiflora 'Sam Sommers,' 'St. Mary,' 'Majestic Beauty,' 'Little Gem'
Melaleuca linarifolia
Melaleuca quinquenervia
Metrosideros excelsus
Olea europaea
Pittosporum undulatum
Platanus x acerifolia 'Bloodgood,' 'Yarwood,'
Prunus cerasifera 'Krauter Vesuvius'
Prunus serrulata 'Kwanzan'
Pyrus calleryana 'Aristocrat' or 'Chanticleer'
Pyrus kawakamii
Trachycarpus fortunei
Tristaniopsis laurina
Tristaniopsis laurina 'Elegant'
Ulmus parvifolia
Washingtonia robusta

List B: Species that perform well in certain locations, with special considerations, as noted

Acacia baileyana 'Purpurea' – fast growing, high maintenance
Acer buergeranum – prefers heat, wind protection
Acer rubrum – prefers heat, wind protection
Aesculus carnea – gets windburn easily in summer even in protected sites
Celtis sinensis – prefers heat, wind protection, uneven performer
Ceratonia siliqua – needs large space, good drainage
Corymbia ficifolia – needs lots of sidewalk space
Crataegus phaenopyrum – subject to insect pests, has thorns, possibly susceptible to fireblight
Crataegus laevigata – needs wind protection
Cupaniopsis anacardioides – uneven performer, needs heat, wind protection
Eucalyptus nicholii – needs space, fast growing, high maintenance
Eucalyptus polyanthemos – needs space, fast growing, high maintenance
Geijera parvifolia – prefers heat, wind protection
Gleditsia triacanthos 'Shademaster' – fast growing, prefers heat, wind protection
Hymenosporum flavum – uneven performer, prefers heat, wind protection, gooddrainage, does well when protected from wind
Jacaranda mimosifolia – uneven performer, prefers heat, wind protection, good drainage
Koelreuteria paniculata – uneven performer, prefers heat, wind protection
Laurus nobilis 'Saratoga' – uneven performer, prefers heat, wind protection, gets pests
Leptospermum laevigatum – roots poorly, needs staking for many years, or even permanent metal staking
Liquidambar styraciflua – needs space for canopy and roots
Liriodendron tulipifera – uneven performer, gets pests, prefers heat and wind protection
Lyonothamnus floribundus asplenifolius – prefers heat, wind protection
Magnolia grandiflora 'Russet' – large cultivar, needs space
Maytenus boaria – needs space for roots, produces many suckers
Melaleuca ericifolia – roots poorly, needs staking for many years
Melaleuca styphelioides – prickly and can root poorly
Michelia doltsopa – uneven performer, very slow grower, prefers heat and wind protection
Phoenix dactylifera – needs space due to height and width
Phoenix canariensis – needs space due to height and width
Pistacia chinensis 'Keith Davey' – prefers heat, wind protection
Pittosporum crassifolium – best for narrow sidewalks in foggy and windy areas. Can leak sap from trunk.
Podocarpus gracilior – gets pests, better as a shrub
Quercus agrifolia – uneven performer, prefers heat, wind protection, good drainage
Quercus suber - needs space, good for medians
Rhus lancea
Syagrus romanzoffianum – needs heat, wind protection
Tilia cordata –needs space, may sucker.

List C: Species that need further evaluation

Acer x freemanii
Brachychiton populneum – prefers heat, wind protection
Carpinus betulus 'Fastigiata'
Chorisia speciosa – prefers heat, wind protection
Corylus colurna, Turkish hazel
Elaeocarpus decipiens
Gingko biloba 'Princeton Sentry' – more upright form
Magnolia soulangeana 'Rustica Rubra'
Michelia champaca – needs wind protection, prefers heat, clay soil
Platanus x acerifolia 'Columbia'
Pittosporum rhombifolium
Pittosporum eugenioides
Prunus lyonii
Prunus ilicifolia
Quercus frainetto 'Forest Green', Italian Oak
Quercus ilex – needs wind protection, sidewalk space, gets powdery mildew
Quercus phellos (Willow oak)
Schinus molle – prefers heat
Sorbus aucuparia (or other species)
Ulmus parvifolia x carpinifolia 'Frontier'
Ulmus wilsoniana 'Prospector'
Ulmus japonica x wilsoniana 'Accolade'
Zelkova serrata – needs space, warmth

SAN FRANCISCO URBAN FORESTRY COUNCIL

DRAFT ANNUAL REPORT, SEPTEMBER 2009

Submitted to Mayor Gavin Newsom and the Board of Supervisors by the Department of the Environment, pursuant to San Francisco Administrative Code Article XXIII, Section 5.238

Executive Summary

This report of the Urban Forestry Council provides the Mayor and Board of Supervisors with information on the state of San Francisco's urban forest. Included is information on overall urban forest structure, overall urban forest value, street tree structure, street tree function and value, current management structure, and opportunities for improving our urban forest.

There are approximately 700,000 trees in San Francisco. The most recent major report estimates the benefits provided by our urban forest to be worth $103,475,877, with the greatest benefits derived from property value and hydrology-related issues. Hydrological benefits alone are worth an estimated $4,444,309.

While San Francisco's estimated 110,000 street trees are on par with the statewide street tree average, there are many opportunities to increase the resource extent. The most recent report on our city's street trees found that of these sites, affluent neighborhoods have an average rate of 28% empty sites, while underserved neighborhoods typically see empty rates of up to 74%. This inconsistent distribution of the urban forest is an important environmental justice issue. Recent tree planting efforts have focused on these areas but more work and resources clearly must be allocated.

This year marked the completion of the Mayor's Trees for Tomorrow Campaign to plant 25,000 trees over a five year period. The successful program exceeding its goals by planting 26,408 trees in 4 years. Averaged over the course of the Mayor's Trees for Tomorrow initiative the City has been meeting the Urban Forestry Council's goal of planting 5,000 trees per year for the past four years. Additionally, San Francisco Unified School District began the 2012 by 2012 campaign to plant 2012 trees by the end of 2012.

Of highest concerns is that of the organizations that participated in the research for this report, all except one stated their number one challenge is an ongoing lack of adequate and consistent funding and staffing. Many cited concerns regarding the health and safety of trees under their jurisdictional management and lack of ability to address these concerns due to funding and staffing issues. Some agencies indicated that they require an Urban Forest Plan, which they either currently do not have at all or have only in an unsatisfactory form. Many city Departments contract with the Department of Public Works and/or the Recreations and Parks Department to perform necessary tree care. This is significant, as both these agencies reported they lack the resources and staff to provide a proper level of care to the trees within their own jurisdiction.

A follow up report may be sent for agencies and organizations that did not meet the deadline for inclusion in this report.

Urban Forestry Management and Funding:
Opportunities and Challenges

San Francisco's urban forest is comprised of both publicly and privately owned trees, in open spaces, privately maintain landscapes and the public right of way. Currently, street trees in San Francisco are divided into two distinct populations, those managed by the Department of Public Works (DPW) and those managed by private property owners. A significant majority of street trees are the responsibility of private property owners, but the level of care varies greatly. Some property owners actively tend their trees and some work with Friends of the Urban Forest (FUF), though FUF only provides care for young trees. Many of San Francisco's street trees are routinely neglected or damaged due to lack of understanding of proper tree care and individual responsibilities. Trees in San Francisco's open spaces are managed in part by several other agencies, including Recreation and Parks Department, Golden Gate National Recreation Area, The Port of San Francisco, San Francisco Municipal Railway (MUNI), City College of San Francisco (CCSF), University of California (UCSF), and others. Trees on private property are the responsibility of property owners.

This report provides an overview of the activities, accomplishments and challenges of government agencies and nonprofit organizations working on urban forestry in San Francisco, based on information that participating agencies and organizations provided for this report.

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Department of Public Works, Bureau of Urban Forestry (BUF)

Total bureau budget: **$19,686,495**
Total urban forest budget: **$5,076,517**

The Department of Public Works, Bureau of Urban Forestry has jurisdiction over all trees in the public right of way. BUF actively manages about 40,000 trees and estimates that there are approximately 110,000 street trees in San Francisco, over which they have jurisdiction.

On San Francisco's Arbor Day, March 14, 2009, BUF announced the early completion of the Trees for Tomorrow campaign to meet the Mayor's promise of planting 25K trees in five years. The successful program exceeding this goal and resulting in the planting of 26,408 trees in 4 years. Completion of this program and significant staffing losses are the most considerable changes reported by the Department since the 2008 Annual Urban Forest report.

BUF's six major programmatic activities associated with urban forestry are:

1. Tree planting and establishment
2. Tree maintenance and emergency response
3. Issuing tree planting and removal permits, and sidewalk landscaping permits
4. Tree and sidewalk inspections and evaluations
5. Landscape maintenance and planting
6. Sidewalk maintenance around trees
7. Curb ramp building
8. Tile setting and various plaster building repairs

These programmatic activities are divided between three working groups: Trees, Landscape, and Cement. Each group has three class I supervisors, and one class II supervisor who develop plans for the group with input from the Urban Forester, Assistant Superintendent, and Superintendent. The Department lost 15 staff positions between this reporting cycle and the last reporting cycle. Currently, DPW has a total of 130 staff working for the Bureau of Urban Forestry. However, this includes numerous part-time or temporary employees, as well as a significant number of staff in the cement shop; it is important to note that though the cement shop is housed within the Bureau of Urban Forestry they also perform work that is not Urban Forestry related. There are only 12 full time arborists for tree maintenance work, only 3 positions for inspections of trees and all permit issuance, and only 7 half-time and 1 full time watering and young tree establishment staff. Additionally, because watering crew schedules were cut in half in January, to compensate for this loss, the Department was forced to reallocate staffing time from other services to ensure young tree care needs were met.

Tree maintenance and planting
From Arbor Day 2007 through Arbor Day 2008, DPW directly planted **XXX** trees and contracted the planting of **XXX** trees. About 40,000 street tree locations are maintained by DPW Arborists, Laborers, and Environmental Service Workers. Maintenance includes pruning and removal. Planting includes weekly watering, weeding and adjusting stakes to ensure survival until trees are established. Tree crews also provide services to other agencies through interdepartmental work orders. It's important to note that while DPW lacks adequate funding and staffing levels to maintain the trees that they are responsible for, they must assign existing staff to perform work that is the jurisdictional responsibility of other

agencies to ensure that they are able to maintain those staff positions.

Landscape maintenance and installation
There are over 200 acres of landscaped medians, other right-of-way locations, and civic plazas that are maintained by crews of Gardeners, Laborers and Environmental Service Workers. Maintenance includes trash pickup, weeding, hedging and pruning, and irrigation as needed. Landscape installation includes planting, installation of irrigation systems, weed fabric and mulch. Landscape crews also provide services to other agencies through interdepartmental work orders.

Inspection, permitting and education
DPW is responsible for processing all permits for street tree planting and removal, as well as significant and landmark tree removal and sidewalk landscaping permits, and inspection for tree maintenance and sidewalk repair needs. The Urban Forester and Arborists inspect locations, update and track databases for tree work and permits, distribute educational materials, and attend community meetings to better inform the public and decision makers regarding street tree maintenance and planting.

Sidewalk repair
DPW crews of Cement Masons, and Laborers repair sidewalks lifted by tree roots of DPW-maintained street trees. Cement crews also provide services to other agencies through interdepartmental work orders.

DPW is required to implement and enforce multiple municipal, state and federal codes.

- Article 16 of the Public Works Code, which includes permitting for street tree planting and removal, and enforcing fines for tree damage and unauthorized removals.
- California State Title 24 and the American with Disabilities Act (ADA) requirements regarding pedestrian accessibility of sidewalks in regard to street trees and tree related sidewalk damage; additionally, Federal ADA requirements are followed.
- Planning Code Section 143 requiring a street tree for every 20 feet of sidewalk in certain land use and permit situations.
- DPW Order 169,946 and ISCOTT guidelines for street tree placement and maintenance.

Funding
The DPW urban forestry budget comes from a variety of sources including the city's general fund, sales tax from Prop K, state gas tax, and fees and fines. In fiscal year 2008-2009, BUF received:

Source	Funds
General Fund for planting and maintenance	$1,214,726
Sales Tax (Prop K) for planting and maintenance	$974,000
Sales Tax (Prop K) for sidewalk repairs	$768,139
Permit fees	$119,334
Adopt-A-Tree Fund (citations)	$152,408

BUF's fiscal year 2007-2008 urban forestry related activities funding use:

Use	Funds
Tree planting and establishment	$1,691,566
Mature tree maintenance	$2,616,740
Sidewalk repairs	$768,211

Challenges

BUF is extremely concerned with securing reliable and adequate funding sources for maintenance of street trees and landscaped medians to ensure proper levels of long-term maintenance. In order to plan for the increased maintenance burden of all the recently planted trees, there should be a significant increase in the number of full time arborists (2.5x the current staffing or 30 total arborists), and an increase in the tree evaluation and inspection staff as well as a need to increase the watering and young tree establishment staff.

In addition to their existing Street Parks program, they would like to establish an "Adopt-A-Tree" program to involve individuals in everyday watering and establishment needs of newly planted trees. BUF would like to reduce the years between routine maintenance to three years and would like to see the City assume care for all trees in the public right of way.

Recreation and Parks Department (RPD)

Total departmental budget: **$136,400,000**
Total urban forest budget: **$3,247,000**

Tree planting and management
RPD maintains an estimated 100,000 trees in San Francisco in 4,113 acres of public parklands. RPD currently has 30 dedicated tree care staff broken into 6 crews: four tree care crews and two reforestation crews, as compared to last year's 32 staff for 5 crews.

RPD has several site studies, though many are outdated. The have issued an RFP and secured a contractor to complete work through the Clean and Safe general obligation bond, passed by voters in 2008. The contractor will perform an overall review of RPD's trees to determine the highest needs areas, review these sites and create site assessments and work plans, and engage in long-term urban forestry planning. In addition to the bond, RPD has allocated supplementary funding for certain portions of the work performed by the contractor.

Funding
RPD's tree management budget is funded though $1.976M from the General Fund and $1.271M Open Space Fund. Additionally, the Clean and Safe Recreation and Parks General Obligation bond has a set aside of four million dollars for urban forest work. While the bond will help address some of RPD's most pressing urban forest needs, the level of funding supplied by these bonds sales will not be able fully address the existing and continuing needs created by chronic underfunding of RPD's urban forest programs.

Challenges
Recreation and Parks does not have adequate staffing to properly manage their trees and are challenged with both an over-aged forest and vandalism of newly planted trees. Staff reductions have exacerbated these needs. As reported last year, each member of each tree care crew is needed to operate the crew safely and effectively. If one member of a crew is unable to work due to sickness or other leave, the entire crew may not be able to work on trees that day at all. To address this, RPD would need to increase the size of each crew to ensure that they are able to adhere to their work schedules regardless of a staff member's absence. Additionally, RPD reported unmet equipment needs.

(There may be further updates on this section after Wednesday 8/19 which will be available at the UFC P&F committee meeting.)

Golden Gate National Recreation Area (GGNRA)

Total urban forest budget for fiscal year 2007-008: **$30,000**

GGNRA declined to participate in this year's survey as they could not define active urban forestry programs and their lands fall outside of the jurisdiction of the City and County of San Francisco. The following information is from last year's report.

The National Park Service manages the Golden Gate National Recreation Area. This 2675 acre area encompasses Fort Mason, Presidio Area A (coastal), Land's End, Sutro Heights Park and Fort Funston. As a federal agency, GGNRA is required to complete project planning under NEPA, the National Environmental Policy Act.

Tree planting and maintenance
In the previous reporting cycle, GGNRA explained that their urban forestry work focuses mainly on emergency tree care, which is assigned as needed to groundskeepers and trail crew workers.

Challenges
GGNRA has no dedicated urban forestry staff or funds for professional tree management services. Their greatest concern is lack of funds for proper management of trees in their jurisdiction. A specific concern is the aging stands of Monterey Pine and Monterrey Cypress that require attention in the form of thinning, pruning, and replacement. Ability to hire a crew of 2-4 dedicated tree workers would be a good start to proper stewardship of the trees on their lands.

Department of Public Health

The Department of Public Health did not participate directly through the greater administrative body, though two individual facilities choose to participate.

Laguna Honda Hospital (LHH)

Total urban forest budget: **$20,000**

The Laguna Honda Hospital is located at the approximate geographic center of San Francisco on 62 acres; roughly half of this area is open space. The 1200 bed hospital has provided long-term care for over 135 years and is surrounded by aesthetically appealing mature vegetation. At present, the vegetation at LHH is comprised of eucalyptus forest, grasslands, manicured lawns and horticultural plantings. The hospital maintains approximately 3,000 trees, 80% of which are located in open space areas. The hospital campus offers safe and beautiful trails to staff and the public, which are accessible by mass transit and private vehicles. The hospital is required to issue Environmental Impact Reports.

Funding
Tree work is generally focused on emergency tree care. LHH contracts with the Recreation and Parks Department to manage the majority of the care provided to their trees; typically contracting one week of full time work for one RPD crew per year costs LHH approximately $20,000.

Capital funding for hospital replacement project includes one-time funding for landscaping, including some tree work.

Challenges
The greatest need is manpower and funding to maintain existing trees and improve open space. Mature trees, particularly the large eucalyptus tree groves, are approaching the end of their average life spans. Basic forest management, such as selective thinning and hazardous tree removal would enhance and protect the existing forest and wildlife communities, as well as the recreational experience on the site. In addition, there are many ecological restoration possibilities for the woodland, grassland and creek areas. Historically, this area (Florida Valley) supported a creek and riparian habitat. Possible projects range from small and inexpensive to large and costly. Finally, trail improvements could include linkages between disconnected trails, additional landscaping, signs and/or paved surfaces. LHH trees require professional evaluation and future planning efforts, though the hospital lacks the expertise and financial resources to do so. LHH estimates that they would need $200,000-$300,000 to properly manage their trees.

General Hospital (SFGH)

No dedicated urban forestry budget

General Hospital comprises a total of 23 acres, with trees located throughout.

Tree planting and maintenance
SFGH has two full-time garden staff and four as needed garden staff; necessary care and removal of large, mature trees is contracted through DPW when funds are available. Annual pruning of 60+ Sycamore trees has been abandoned as these trees will be removed as part of the hospital retrofit project. Additionally, the hospital retrofit is affecting two Coast Live Oaks and one Palm; the hospital is attempting to move these trees to new locations on the campus, instead of removing the trees entirely. Currently, tree work is focused on issues related to public safety.

Funding
The hospital has no dedicated urban forestry funding. When funds are approved for tree work, the work is contracted through DPW.

Challenges
Gardener staffing levels have been inadequate for some time and there are no arborists on staff. In the past, the hospital has had 7 gardening personnel. Though the management area has not decreased, the number of staff has. Additional concerns center around the many trees that will be lost through the hospital retrofit project.

The Port of San Francisco

Total departmental budget not provided
***Total urban forest budget:* $14,000**

The Port of San Francisco is responsible for managing 7 ½ miles of the San Francisco shoreline stretching from Hyde Street Pier in the north to India Basin in the south. There are around 2,300 trees in the combined open and landscaped area of approximately 50 acres of parks, wetlands, and open space, and about 10 miles of streets. Within the Port's management framework the Maintenance Department is responsible for the care of approximately 1600 street and park trees while the Department of Public Works has maintenance responsibility for approximately 700 trees on Port jurisdiction, mainly along the Embarcadero sidewalk and median.

Tree planting and maintenance
While The Port's Urban Forest, in and of itself, is not a major program area within their landscape maintenance program, they do have two full time gardeners who are both certified arborists. The Port's two Gardeners are responsible for landscape maintenance at seven parks, the portion of the BlueGreen Way within the Port's jurisdiction, the Pier 96 Wetlands, approximately 10 miles of streets, and all Port facilities. The Port utilizes the Department of Public Works, Bureau of Urban Forestry to evaluate tree condition, recommend tree removals, recommend tree species for planting, and to provide tree maintenance services when a crew of arborists are required, while minor maintenance is performed in-house.

The Port adheres to the following policies

1) City and County of San Francisco, Department of the Environment - Integrated Pest Management Program (Legislation Chapter 39, Section 39.6)
2) Bay Conservation Development Commission Guidelines – Objective number 3
3) Department of Public Works Bureau of Urban Forestry – Tree planting and removal Policies 169 and 946.

Also note: Bay Conservation Development Commission Regulation Number 3 mandates that large trees (over 20 ft tall) cannot obstruct the view of park waterfront.

Funding
This year, the Port began funding an interdepartmental work order to DPW to support the care of their trees. Previously, work with DPW was contracted on an as-needed basis. The Port indicated that they believe the new work order will help ensure a more timely response in emergencies.

Challenges
Port of San Francisco trees and vegetation face severe health challenges. Staffing and funding levels prevent having a tree maintenance program that provides for regular scheduled maintenance versus reactive maintenance. Many of the trees show signs of poor care and maintenance during infancy, exhibited by leaning from improper or lack of staking and from the constant wind. The main limitation is dedicating and prioritizing competing maintenance needs that continually push the trees down the priority list. Considering the harsh environment, especially along the south waterfront, most trees planted cannot survive the winds, sea salt, pollution, lack of irrigation, and vandalism. The development of an urban forest plan for the Port would be ideal. The Gardeners have begun the task of

conducting a block by block analysis of trees (species, condition, recommended maintenance cycle, special needs, etc) with the intent to utilize the data to develop a maintenance plan. Another limitation is that the Port does not have the Urban Forester expertise on staff. This expertise would be very constructive during tree evaluations and in developing an urban forest plan.

The Port's two Gardeners are not adequate staffing to maintain 1600 trees. The acquisition of additional staff, materials and supplies is necessary to support urban forestry and greening related activities. Without an urban forestry plan it is very difficult to estimate the staffing and funding requirements. However, if it cost $200 dollars per tree to perform routine maintenance, the total would be $320,000.

DRAFT

San Francisco Planning Department

Total departmental budget not provided
No dedicated urban forest budget

The San Francisco Planning Department's mission is "To guide the orderly and prudent use of land, in both the natural and built environments, with the purpose of improving the quality of life and embracing the diverse perspectives of those who live in, work in, and visit San Francisco." While the department does not directly plant or maintain the urban forest, this resource is key to much of their work.

General Plan and Policy Development
The Planning Department maintains and administers the city's General Plan, which identifies community objectives upon which some level of consensus has been reached. This document not only outlines these community objectives, but also provides a framework for decision making when there are conflicting community objectives. The Urban Design Element and the Recreation and Open Space Element contain policy direction specifically concerning the city's urban forest. Many specific Area Plans in the General Plan and Implementation Plans (such as the Downtown Streetscape Plan) articulate the high value of trees in the San Francisco.

The Better Streets Plan continues to move forward; however, the Urban Forest Master Plan was put on hold given funding obstacles. Effort could be resumed as soon as funds are identified. The Commission on the Environment and the Urban Forestry Council have expressed the great need for the completion of the Urban Forest Plan and urge the Planning Department and City policy makers to place a high level of priority on this work.

Funding
The Planning Department has no budget for street tree planting or for maintenance, though they are currently involved with two city-wide planning efforts that will affect the urban forest. A draft of the Better Streets Plan was recently completed and is now open for public review and comment; work on the Urban Forest Plan is underway.

Challenges
Lack of interagency coordination and lack of clear objectives limit the overall level of planting opportunities for San Francisco. Existing maintenance strategy is fragmented, which limits the city's ability to have a truly world class urban forest. While these issues are not necessarily within the Planning Department's jurisdiction to remedy, the Urban Forest Plan, once resumed, will provide recommendations that will.

San Francisco Public Utilities Commission (PUC)

***Total departmental budget*: $6,443,394.00**
No dedicated urban forest budget; $114K was work ordered to RPD

The Public Utilities Commission maintains approximately 5,000 trees on about 1,000 acres of land in San Francisco at reservoirs, pump stations, in the public right of way, sidewalks, maintenance yards and open spaces.

Tree planting and maintenance
The PUC has three staff dedicated to urban forestry work, a Buildings and Grounds Superintendent, a Forester, and a Pest Control Specialist, with additional support from gardening staff. In addition to these staff, PUC contracts with DPW for tree pruning and removals, Friends of the Urban Forest for street tree planting and young tree pruning, as well as various contract vendors for tree pruning, removal and planting. The PUC works with the private company HortScience to complete tree assessment reports when needed and funding allows.

PUC trees have been severely affected by Pine Pitch Canker. The PUC has been forced to focus the bulk of their resources on mitigating the effects of this disease and other hazard abatement trimming and removal efforts. The PUC has also focused attention on tree work related to the Water Supply and Improvement Plan. The PUC has been limited this year in the level of pruning and removal they have been able to contract out due to purchasing restrictions, but have worked with DPW on street tree planting and maintenance at the University Mound Reservoir.

Funding
In fiscal year 2007-2008, the PUC reported a total urban forest program budget of $329,800 plus one forester position, and supervisory staff and gardening staff as needed. For fiscal year 2008-2009, they report an undefined budget for urban forestry programs.

Challenges
The PUC is extremely concerned with the death of Monterey pines infected with pine pitch canker as well as the overall senescence of their forested areas in general, and the liability and costs associated with the above conditions.

The PUC emphatically stated that they do not have the staff to address these concerns. Because PUC staff is extremely limited, they are forced to contract work with other agencies and private companies; however the process to hire either the Recreation and Parks Department or a private company is cumbersome. To ensure public safety through properly managed trees, the PUC requires a larger budget for contract work with RPD. To address long-term needs, the PUC requires additional staffing of a dedicated three person tree crew, along with equipment and vehicles, to care for existing trees and an additional gardener dedicated to planting, watering, and maintenance of new trees.

San Francisco Municipal Transportation Agency (SFMTA)

No budget information was provided

SFMTA did not respond to this year's report. The following information is from the last reporting cycle.

SFMTA maintains trees in the following public areas: Street trees and landscaped areas adjacent to Muni facilities and rights of way: Forest Hill station, Woods Division Metro, Metro annex, West Portal, Keith Sub-station, Potrero yard, Quintara, Presidio yard, Kirkland yard, Illinois Sub-station, La Playa terminal, Flynn facility, Scotts garage, 700 Pennsylvania Ave, 1580 Burke Ave, Cable car landscape, Carl & Cole landscape area, Geneva –Munich landscape area, J- line landscape area, Russia-landscape Sub-station, Metro Maintenance East (MME) LRV yard, Embarcadero LRV and F-line rights of way.

Challenges
SFMTA is currently understaffed; in the past they have had four staff with the same workload that two staff positions are now required to do. They are concerned with safety in maintaining clearance of cantenary power lines and with providing young tree care. They are also concerned with coordinating maintenance with other city departments and agencies. They require additional staff and supervisors.

San Francisco Unified School District (SFUSD)

Total departmental budget not provided
***Total urban forest budget:* $50,000**

The San Francisco Unified School District maintains approximately 430 acres and about 3,000 trees in locations throughout the city.

Tree planting and maintenance
SFUSD's primary tree care goal is to care for their trees in an aesthetically pleasing way that also addresses the needs of safety, accessibility, and visibility; with safety as their highest priority. SFUSD currently had a staff of 14 gardeners, 1 truck driver and one Landscape manager top maintain all School District campus sites. Campuses with football fields have permanently assigned gardeners, while those without have a rotating garden crew. Gardening staff lack the equipment to properly maintain the Districts large trees, and only work on young, newly planted trees. In addition to gardening staff, the District works with volunteers and Friends of the Urban Forest, as well as contractors for larger pruning and removal needs.

This year, the District launched the 2012 by 2012 tree planting campaign to plant 2012 tree by the end of 2012. SFUSD is partnering with Friends of the Urban Forest, the green Schoolyard Alliance, and the Mayor's Office of Greening to accomplish this goal. There are three possible funding sources for this program including bond funding, MOCI grants, and donations, though all funding up to now have been through PTA fundraising and donations to the 2012 website. Some corporate donations of matching funds are anticipated. A total of $5,545 has been raised so far. More information on this program can be found at www.2012by2012.com.

Funding
SFUSD has a static budget of $50,000 dedicated to urban forestry work, which has not been adjusted, even for inflation, in about 5 years. Before that, the urban forestry budget was $35,000.

Challenges
SFUSD is highly concerned with the safety of trees in their jurisdiction. As noted above, they face great funding challenges to proper management. Beyond their current staff of 14 gardeners, one truck driver and one manager, they require an additional 16 gardeners, a 4 person tree care crew, tree crew equipment, an increase in their annual urban forestry budget to $100,000, and $50,000 in other equipment needs.

Beyond these ongoing needs, the District has an immediate need to address over 200 diseased Monterrey Pine trees that are an imminent danger to students. Of the 383 Monterrey Pines on District campuses, roughly 262 are infected. Of the infected trees, 207 have the potential to fall on the yards, buildings, and other areas where students gather. The District requires immediate funding of no less than $400,000 to mitigate the impending effects of these hazard trees and ensure student safety.

University of California, San Francisco

No budget information was provided

UCSF manages approximately 7,500 trees total on roughly 200 acres of land. Of the trees they manage, an estimate 5,000 are contained with the Mount Sutro Reserve, while the rest exist at other campus sites

Tree planting and maintenance
The Facility Management Department is responsible for planting new trees, and pruning and removing hazardous trees and limbs. This is done for public street trees in and adjacent to campus sites, campus open spaces, and Mount Sutro Open Space Reserve. In addition to staffing, UCSF has a Community Advisory Group (CAG) and CAG action teams (CATs) at our Parnassus Heights and Mission Bay campuses, which are comprised of community member and open to the public. UCSF also sponsors public meetings, as needed, to inform the public and obtain feedback on proposals.

As last year, UCSF reported that their primary concern is with the overall health of the eucalyptus forest and with potential for wildfire in this area.

UCSF adheres to three separate policies and guidelines: 1) the Mount Sutro Open Space Management Plan; 2) a street tree removal public notice policy; and 3) Mission Bay Campus Master Plan and Design Guidelines in which landscaping for the new campus is addressed.

Funding
Last year UCSF reported that they receive money from the State of California under the Operations and Maintenance Funding for Grounds Budget and part of this funding is used for tree maintenance. They did not provide any funding information in this year's survey; it is unknown whether this is still true. (Left a message with UCSF staff on 8/14. If more information becomes available, updates will be presented at the UFC P&F committee meeting on 8/19)

Challenges
UCSF has no dedicated urban forestry staff and is highly concerned with securing adequate resources to address hazards from both falling trees and wildfire.

UCSF is in the processing of seeking grants and other funding sources to address these concerns. They estimate that they require $250,000 per year for maintenance, tree and shrub removal, and new plantings.

San Francisco Airport (SFO)

Total departmental budget not provided
***Total urban forest budget:* $30,000**

SFO maintains approximately 2,500 trees on about 500 acres of land including parklands, freeways rights-of-way, wild and/or protected areas and airfields.

The current landscape at the airport includes the area directly west of the International Terminal, which is composed mainly of Sequoia sempevirons, Cercis Canadensis, Podocarpus gracilior and various shrubs such as Rhododendron varieties and Carpenteria californica. Additional areas include landscaping on the east side of Route 101 between the Airport entrance roadways and the San Bruno Avenue interchange, the entire cloverleaf area of the interchange and the new Bay Trail landscaping north of San Bruno Avenue.
Other urban forest areas are spread throughout the airport property including a residential area in Millbrae, 6-acre Bayfront Park in Millbrae and the 180 acre site west of Bayshore which is forested with Eucalyptus, Cottonwood, Willow and various other species. This is the environmentally sensitive area that is home to the San Francisco Garter Snake and the Red Legged Frog.

Tree planting and maintenance
The airport's urban forest related activities vary, since the landscaping ranges from well designed, high maintenance locations with irrigation, to natural areas that only require monitoring for disease or hazards and the resulting response. In general the airport oversees its urban forest using pruning and maintenance standards set by the San Francisco Urban Forestry Council. SFO currently has 18 full-time garden staff, one fewer than last year, who include urban forestry related activities in their daily work schedules.

Operations are divided into three groups: Landscape maintenance, design and construction and Integrated Pest Management. Each group has an operation manager with support staff assigning work daily derived from general planning based upon seasonal forecasts and Senior Management directives.

SFO adheres to many state and local mandates including: Caltrans landscape guidelines which detail specific planting and maintenance requirements along California freeways; California Department of Fish and Game Endangered Species Act which defines general responsibilities when working in the habitats of endangered species; Agreement between San Francisco International Airport and the California Department of Fish and Game relating to area West of Bayshore which addresses specific requirements when working around the known habitat of the San Francisco Garter Snake and Red legged Frog; California Code of Regulations Division 6., Pesticides and Pest Control; Chapter 39, San Francisco Administrative Code concerning IPM; San Mateo County Department of Agriculture mandate to supply monthly pesticide use report; San Mateo County Mosquito Abatement District requirements and controls.

SFO reports that all plants are appropriate for their environment, that they receive optimum care and applying the principals of Integrated Pest Management and limiting the amount of toxic chemicals and pollutants used and released into the air and groundwater in the airport environment.

Further, the Landscaping department has the full support of Senior Management and the surrounding communities which insures there are no limitations to achieving their mission to provide an efficiently operated landscape, which provides a pleasurable and safe experience for the traveling public, employees, and neighbors through personal contact and by enhancing the appearance of the airport; and a commitment to reduce the amount of toxic chemicals and pollutants used and released into the air and groundwater in the airport environment.

Challenges

SFO is the only participating organization or agency who reported that they have the resources they need to properly manage the trees and landscaping under their jurisdiction.

Friends of the Urban Forest (FUF)

Total organizational budget:

Friends of the Urban Forest is a nonprofit volunteer-oriented organization that coordinates neighborhood plantings and provides young tree maintenance, as well as various training and educational programs. Since the organization's inception, FUF has planted approximately 43,000 trees in the public right of way including public sidewalks, public schools, public parks and public stairways and paper streets of San Francisco. FUF's mission is: *To promote a larger, healthier urban forest as part of the urban ecosystem, through community planting, maintenance, education and advocacy.*

Tree maintenance and planting
FUF's major program areas are:

a.) Community-based tree plantings
b.) Scheduled and emergency tree care through trained volunteers and a paid Youth Tree Care Program
c.) Educational opportunities incl. pruning workshops, tree tours, Citizen Forester Program and internship program.

Work plans for FUF"s eleven staff members are designed in September. While FUF may not have a complete picture of its funding for that following year, FUF will plan out all scheduled tree care. Emergency or on-call tree care can be anticipated year-round and, to some degree, of higher need between Christmas and the New Year. Neighborhood tree plantings are planned to occur 2 to 3 times per month throughout the year. Certain grants may obligate FUF plantings to specific neighborhoods, yet the determining factor for choosing a neighborhood to plant is typically citizen interest – a critical mass of around 30 property owners. FUF's Youth Tree Care Program operates four sessions per year focusing their work typically in the South-East portion of the City.

FUF is a member of the National non-profit group Alliance for Community Trees (ACT). ACT provides support to organizations like FUF though small grant opportunities and educational workshops. California ReLeaf serves a similar role to ACT on the State level.

Cal Fire (California Department of Forestry and Fire Protection) provides information on urban forestry and is a granting agency that supports urban forestry efforts, yet will not fund projects that use the granted moneys to supplant/replace previously funded urban forest projects.

FUF works with the Department of Public Works Bureau of Urban Forestry closely in situations where the sidewalk conditions are inconsistent with the current tree placement requirements and require review. In years past BUF has presented RFP's that have on occasion resulted in funding for FUF to plant trees, provide tree care and educate the public on the value and benefits of trees.

FUF works with the volunteers to plant and maintain trees as well as provide support and advocacy to neighborhood groups.

Funding
Funding for the year's activities is only partially known at the beginning of the year. Grant writing, membership drives, and high donor support along with some corporate and

foundation sponsorship become available throughout the year to support the minimum work plans that are initially developed along with strong board and staff efforts often enabling FUF to go beyond minimum levels to plant and care for more trees.

Friends of the Urban Forest's annual budget is based on the calendar year

DPW - for street tree programs	
State of California	
Foundation Grants	
Corporate Grants	
Individual Donations	

Challenges
Because funding is not stable, each year varies in what FUF can and cannot accomplish in its planting, tree care and educational programs.

In the past fiscal year, FUF has reduced staff salaries, hired part-time temporary employees to replace full-time staff, increased focus on community organizing, and reduced public promotion event appearances to focus on income producing activities.

With the loss of funding, Friends of the Urban Forest has had to continually increase the property owner's cost to plant a tree. The organization is seeking ways to increase their funding to make it possible for them to reduce the property owner's planting cost to $75.00 per tree; lowering the individual per-tree cost of planting may enable expansion of the program in lower-income areas. Additional funding would also allow for improved tree maintenance efforts, an important concern in consideration of the increased planting efforts of the past two years.

FUF's largest concern currently is the protection of our existing urban forest. FUF reports that fewer trees are being planted then are being lost through the natural attrition of the urban forest, illegal tree removals and illegal pruning and that improper pruning of City trees is becoming a larger problem. Often, trees are not able to recover from poor pruning, as rehabilitation requires attention and care that many tree care stewards do not posses. A public education campaign for proper tree care is very important at this time. In addition, BUF and FUF are currently planning and beginning to address illegal pruning. However, for these programs to take effect and be effectual, they will require increasing available staff hours.

FUF would like to assist the City with pruning of all their recently planted trees. This would increase FUF's current scope, though they would require funding to perform this work to meet expenses for materials, vehicles, and staffing to successfully train and equip tree care teams.

FUF is not adequately funded to provide the level of care required for the portion of the urban forest they manage. FUF believes that the low cost of pruning young trees will produce a healthier tree that will require less maintenance. The cost to prune a small tree is relatively inexpensive and reduces the need for major corrective pruning later. FUF needs to be consistently funded to provide care for the 3 year old trees FUF plants with their normal community based model, as well as tress planted for DPW. FUF would also like to standardize a final tree care visit five years after planting. Of note, FUF provides a visit to all

the trees it plants 2-months after planting to ensure a level of quality control on that original volunteer planting day.

FUF needs to hire at least 1 and ½ full time employees in addition to the two full time positions providing tree care. With these additional staff, FUF can double its tree care numbers. An additional truck plus a half-time truck along with insurance, maintenance expenses & fuel costs would also be needed. A draft budget is provided below.

Draft Budget for Enhanced FUF Tree Care Program

1.5 FTE Tree Care Coordinator + fringe at 23%	$84,000
1.5 Truck + insur. + fuel + annual maintenance	$26,000
Tools (incl. loppers, ladders, reach pruners, etc.)	$10,000
Materials (incl. stakes (1@$9ea. X 3,000), tree tie, etc.)	$30,000
Preliminary Program Expense:	$150,000

DRAFT

California Department of Forestry and Fire (Cal Fire)

No budget information was provided

The California Department of Forestry and Fire administers Props 12, 40, and 84 funds. Cal Fire does not directly plant or maintain any trees in San Francisco, though they do provide grant funding for tree planting and urban forest research programs and projects to local organizations and stakeholders.

Tree maintenance and planting
Cal Fire's nine staff positions include one State Urban Forester, seven Regional Urban Foresters (one of which is assigned to San Francisco), and one Program Analyst. The State Urban Forester coordinates work plans that are created by the program staff for each of their own geographic areas of responsibility.

Cal Fire's major program areas are:
Fire Protection
Fire Prevention
Forest Practice Regulation
Forestry Assistance
Environmental Quality Review
Urban Forestry

Cal Fire's nine staff positions include one State Urban Forester, seven Regional Urban Foresters, and one Program Analyst. The State Urban Forester coordinates work plans that are created by the program staff for each of their own geographic areas of responsibility.

Cal Fire plants at least 11,000 trees via grant agreements annually statewide.

In addition to grant giving, Cal Fire serves as a resource for technical expertise and education at various levels.

Funding
Cal Fire has three active grants in San Francisco that total $806,480. Two of these grants are with Friends of the Urban Forest: $500,000 for the Urban Forest Mapping Project and $221,500 for tree planting. The final grant is with Life Frames Inc., also known as A Living Library, for $84,980 for tree planting.

Challenges
Cal Fire's greatest concerns address statewide issues and are not necessarily particular to San Francisco: that urban trees are not always considered to be part of a city's infrastructure and that plans to protect trees during development may be inadequate. They are also concerned with the level of care public trees receive, confusion over who is to provide care for public trees, and whether or not the trees within each department's jurisdiction are being properly cared for by that department. Cal Fire does not believe these issues can be adequately resolved at the local level, but lack funding to institute projects that could resolve these concerns. While Cal Fire belives they do have adequate staffing to meet their current work requirements, they require more funding; a total of $20 million per year.

Urban Forest Policies and Initiatives

Landmark Tree Ordinance

In 2006, the Board of Supervisors passed the Landmark Tree Ordinance and the Significant Tree Ordinance.

Significant trees are automatically protected trees on private property that are within 10 feet of the public right of way and have reached one of three size requirements: it is at least 15' tall, it has a canopy of 20' or greater, or it has a DBH of at least 12". Because these trees are of a notable size and are close to the street or sidewalk, even though they are on private property, they require permits to remove.

The Landmark Tree Ordinance allows for the greatest level of protection enjoyed by any tree in the city. Trees are landmarked by the city through passing individual ordinances for each tree after an extensive process that ensures the high value and benefits of each tree for the city. Trees can be nominated by five different sources: the Board of Supervisors, the owner of the property where the tree is growing, the Landmarks Preservation Advisory Board, the Planning Commission, and the heads of city departments and agencies. After a nomination is made, the Urban Forestry Council will hold two public hearings. If the tree is accepted, the Board of Supervisors will also hold a series of public hearings before the ordinance is given to the Mayor to sign. This year, the Landmark Tree Ordinance was amended to create noticing requirements and lengthen the temporary protection period that the trees benefit from during the nomination process. These protections allow civil, criminal, and judicial penalties for non-compliance.

Permeable Landscaping

The Board of Supervisors passed the Permeable Sidewalk Landscaping Permit in 2006. The ordinance created a method by which individual property owners can increase the green space around their homes by allowing garden installations in sidewalk areas. The Urban Forestry Council recognizes the potential benefits these spaces have for the health and size of the urban forest and have begun work on Council sponsored sidewalk garden project installations.

Pruning Standards

The adopted professional pruning standards for San Francisco are based on tree care standards developed by the American National Standards Institute (ANSI) and the International Society of Arboriculture (ISA). Research on pruning standards in other cities yielded examples and templates that were applied to the San Francisco standards. Certain concepts are highlighted due to their importance and practicality; for example, 25% is the maximum amount of live foliage to be removed from a tree each year.

An easy to use public pruning brochure with adopted pruning standards information was first published in 2005. Department of the Environment staff created the booklet in consultation with Urban Forestry Council members and Friends of the Urban Forest staff. It includes pruning concepts and instructions, pruning equipment, and the importance of hiring a professional arborist. The document underwent revisions in fiscal year 2007-2008, was reprinted in August of 2008, and is now available in hard copy or on-line through the Department of the Environment.

PG&E Utility Undergrounding

Pacific Gas & Electric (PG&E) is in the process of moving aboveground utility wires to below street level. One consequence of this process has been the loss of tree planting sites. The installation of sidewalk boxes and underground utility wires has resulted in the loss of potential planting locations due to the minimum distance requirements for allowable street tree planting locations, which were designed to reduce tree/infrastructure conflicts. The addition of these utilities also displaces soil volume for trees. Although this is avoidable, it decreases the number of trees that can be planted in the future. To address this, the Urban Forestry Council and the Board of Supervisors passed resolutions recommending that tree planting sites be preserved during the undergrounding process. Though there were no enforcement details in the Board of Supervisors resolution, but the Department of Public Works (DPW) has the legal authority to direct PG&E on where to place its utilities.

Since the resolutions passed, PG&E has preserved some street tree planting sites and displaced others. The resolution was successful in that many contractors and subcontractors have contacted DPW's Bureau of Urban Forestry for walkthroughs and advice on retaining planting sites; prior to the BOS resolution, few contractors consulted DPW on tree planting sites. Unfortunately, there is no comprehensive information on the number of planting sites preserved and lost.

Recommended Street Tree List

In 2006, the Urban Forestry Council worked with DPW, FUF and private arborists to develop a list of recommended trees for San Francisco, which they then adopted at the end of that year.

This list is broken into three sections:

- The "A" list of proven species choices
- The "B" list of trees, which are good for some locations in the city but not appropriate for all microclimates.
- The "C" list of trees, which are experimental and require further study before a judgment on whether or not they will be good species can be made.

The Urban Forestry Council reviews this list annually and updates it as new information and research becomes available.

Better Streets Plan

A draft of the Better Streets Plan is now available for review and comment. This plan recognizes the importance of including natural elements into the built environment for aesthetic, economic, and safety reasons. As such, the plan recommends many uses for right-of-way tree planting and landscaping. The plan does not detail or discuss species choices related to site specifics.

Urban Forest Plan

As noted earlier in this document, the Planning Department has put this important work on hold due to funding restrictions.

For more information on regulations regarding street trees, see Article 16 of the Public Works Code

For more information regarding trees in development or construction, see Section 143 of the Planning Code.

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
DRAFT MINUTES

Thursday, August 20, 2009, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place

San Francisco, CA 94102

COMMITTEE MEMBERS: Carla Short (Chair), Naomi LeBeau, Terry Milne, AnMarie Rodgers, Bonnie Ora Sherk

Order of Business

1. **Call to Order and Roll Call.** The Planning and Funding Committee meeting convened at 4:23 p.m. Present: Chair Short, Members Milne and Sherk; Absent: Member LeBeau; Excused: Member Rodgers.

2. **Approval of Minutes of the June 18, 2009 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Discussion and Action) Upon Motion by Member Milne and second by Member Short, the June 18, 2009 Meeting Minutes were approved without objection (AYES: Chair Short, Members Milne and Sherk; Absent: Members LeBeau and Rodgers) (Explanatory Document: June 18, 2009 Approved Minutes http://sfgov.org/site/sfenvironment_page.asp?id=107057).

3. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

4. **Review and Edit of the Annual Urban Forest Report Draft.** The Committee will review and edit the Annual Report Draft and make a recommendation to adopt the report to the full Council. Sponsor: Council Coordinator Mei Ling Hui (Explanatory Document: Annual Report Draft (Word) http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2009/Draft2009AnnualUFreport.doc; Amended Annual Report Draft (Word) http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2009/Draft%202009%20Annual%20UF%20report%20Amended.doc) (Discussion and Action)

   Council Coordinator Hui submitted an amended version of the Urban Forest Report Draft (Word) http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2009/Draft%202009%20Annual%20UF%20report%20Amended.doc that contains additional information received from agencies. Committee members reviewed and recommended edits to the Annual Urban Forest Report Draft for recommendation to the Council for approval at their August 25, 2009 meeting (Explanatory Document: Annual Report with Planning Committee Edits).

5. **Review and amendment of the San Francisco Street Tree Recommendations List for recommendation to the Urban Forestry Council.** Sponsor: Member LeBeau (Explanatory Document: San Francisco Street Tree Recommendations List (Word) http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2009/SFStreetTreeSpecieslistABC2009.doc) (Discussion and Possible Action).

Chair Short stated that she would ask Council Members for their suggestions on the Street Tree Recommendations List at the August 25, 2009 Council meeting. This agenda item was continued to the September Planning and Funding Committee meeting due to the absence of the agenda item sponsor.

6. **Urban Forestry Council Strategic Planning.** The Committee will review the Council's opportunities, constraints, strategies, direction, and assess Council strengths/weaknesses. Committee will also discuss current resource needs and may make strategic planning suggestions to the full Council. (Continued from the June 18, 2009 Meeting) Sponsor: Member Sherk (Discussion and Possible Action)

   Council Coordinator Hui reported that she would be providing Committee Members a list of the comments received from agencies in response to the Annual Report surveys asking what the Urban Forestry Council should work on in the future. Member Milne stated that he felt the Council's discussion of Priority Work Plan Goals were helpful strategic planning wise. Member Sherk suggested further consideration of developing an Education Committee. Committee Members talked about scheduling an off-site retreat to devise strategic planning ideas. Further discussion included researching the possibility of having retreat facilitation, retreat logistics, and Sunshine Ordinance requirements. This agenda item was continued to a future meeting to devise a retreat agenda for recommendation to the full Council.

7. **New Business/Future Agenda Items.** (Discussion). Council Coordinator Hui, Chair Short, and Member Sherk reported that they may not be available for the September Committee or Council meetings. Committee Members discussed rescheduling the September 17th meeting to September 8th to discuss Urban Forestry Council strategic planning. Chair Short requested a discussion of the Pine Pitch and Sooty Canker issues at the next meeting.

8. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

9. **Adjournment.** The Planning and Funding Committee meeting adjourned at 5:16 p.m.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at **Monica.Fish@Sfgov.org.**

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco, 11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

Approved:

SF Environment
Our home. Our city. Our planet.

EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
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REGULAR MEETING
APPROVED MINUTES

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4. **Review and Edit of the Annual Urban Forest Report Draft.** The Committee will review and edit the Annual Report Draft and make a recommendation to adopt the report to the full Council. Sponsor: Council Coordinator Mei Ling Hui (Explanatory Document: Annual Report Draft and Amended Annual Report Draft) (Discussion and Action)

   Council Coordinator Hui submitted an amended version of the Urban Forest Report Draft that contains additional information received from agencies. Committee members reviewed and recommended edits to the Annual Urban Forest Report Draft for recommendation to the Council for approval at their August 25, 2009 meeting (Explanatory Document: Annual Report with Planning Committee Edits).

5. **Review and amendment of the San Francisco Street Tree Recommendations List for recommendation to the Urban Forestry Council.** Sponsor: Member LeBeau (Explanatory Document: San Francisco Street Tree Recommendations List) (Discussion and Possible Action).

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Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco, 11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

Approved: January 20, 2011

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

Special Meeting Notice and Agenda
Tuesday, September 8, 2009, 4:15 P.M.
City Hall, Room 421
One Dr. Carlton B. Goodlett Place,
San Francisco, CA 94102

Committee Members: Carla Short (Chair), Naomi LeBeau, Terry Milne, AnMarie Rodgers, Bonnie Ora Sherk.

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
3. **Review and amendment of the San Francisco Street Tree Recommendations List for recommendation to the Urban Forestry Council.** (Continued from the August 20, 2009 Meeting) Sponsor: Member LeBeau (Explanatory Document: San Francisco Street Tree Recommendations List (Word) http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2009/SFStreetTreeSpecieslistABC2009.doc) (Discussion and Possible Action)
4. **Urban Forestry Council Strategic Planning.** The Committee will review the Council's opportunities, constraints, strategies, direction, and assess Council strengths/weaknesses. Committee will also discuss current resource needs and may make strategic planning suggestions to the full Council. (Continued from the August 20, 2009 Meeting) Sponsor: Member Sherk (Discussion and Possible Action)
5. **How to address Pine Pitch and Sooty Canker in San Francisco.** Sponsor: Chair Short (Discussion)
6. **Greening of Lots where Development is on Hold.** Sponsor: Chair Short (Discussion)
7. **New Business/Future Agenda Items.** (Discussion).
8. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
9. **Adjournment.**

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

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1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council Planning and Funding Committee meetings will be held at City Hall, Room 421, One Dr. Carlton B. Goodlett Place, San Francisco, CA. City Hall meeting rooms are wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement

system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, upon request to the Council Secretary at the above address, telephone number 415-355-3709, via e-mail at Monica.Fish@Sfgov.org, or at the Planning and Funding Committee's meeting agenda and minutes link **http://sfgov.org/site/sfenvironment_meeting.asp?id=61013** within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Planning and Funding Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the meeting website link **http://sfgov.org/site/sfenvironment_meeting.asp?id=61013** as links to the agenda or meeting minutes (by item).

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Monica Fish, Council Secretary
Phone: (415) 355-3709 Fax: (415) 554-6393

Posted: August 25, 2009

San Francisco Street Tree Species List – a collaboration with San Francisco Bureau of Urban Forestry and Friends of the Urban Forest

Disclaimer: These lists contain trees that can work as sidewalk trees in San Francisco. Every planting site has unique conditions. A lot of factors go into choosing a tree. This list can help you decide but should not be used without the help of a tree professional.

List A: Species that perform well in many locations in San Francisco

Arbutus x 'Marina'
Callistemon citrinus
Callistemon viminalis
Cordyline australis
Eriobotrya deflexa
Gingko biloba 'Autumn Gold', 'Saratoga'
Lagunaria patersonii
Lophostemon confertus (formerly Tristania conferta)
Magnolia grandiflora 'Sam Sommers,' 'St. Mary,' 'Majestic Beauty,' 'Little Gem'
Melaleuca linarifolia
Melaleuca quinquenervia
Metrosideros excelsus
Olea europaea
Pittosporum undulatum
Platanus x acerifolia 'Bloodgood,' 'Yarwood,'
Prunus cerasifera 'Krauter Vesuvius'
Prunus serrulata 'Kwanzan'
Pyrus calleryana 'Aristocrat' or 'Chanticleer'
Pyrus kawakamii
Trachycarpus fortunei
Tristaniopsis laurina
Tristaniopsis laurina 'Elegant'
Ulmus parvifolia
Washingtonia robusta

List B: Species that perform well in certain locations, with special considerations, as noted

Acacia baileyana 'Purpurea' – fast growing, high maintenance
Acer buergeranum – prefers heat, wind protection
Acer rubrum – prefers heat, wind protection
Aesculus carnea – gets windburn easily in summer even in protected sites
Celtis sinensis – prefers heat, wind protection, uneven performer
Ceratonia siliqua – needs large space, good drainage
Corymbia ficifolia – needs lots of sidewalk space
Crataegus phaenopyrum – subject to insect pests, has thorns, possibly susceptible to fireblight
Crataegus laevigata – needs wind protection
Cupaniopsis anacardioides – uneven performer, needs heat, wind protection
Eucalyptus nicholii – needs space, fast growing, high maintenance
Eucalyptus polyanthemos – needs space, fast growing, high maintenance
Geijera parvifolia – prefers heat, wind protection
Gleditsia triacanthos 'Shademaster' – fast growing, prefers heat, wind protection
Hymenosporum flavum – uneven performer, prefers heat, wind protection, gooddrainage, does well when protected from wind
Jacaranda mimosifolia – uneven performer, prefers heat, wind protection, good drainage
Koelreuteria paniculata – uneven performer, prefers heat, wind protection
Laurus nobilis 'Saratoga' – uneven performer, prefers heat, wind protection, gets pests
Leptospermum laevigatum – roots poorly, needs staking for many years, or even permanent metal staking
Liquidambar styraciflua – needs space for canopy and roots
Liriodendron tulipifera – uneven performer, gets pests, prefers heat and wind protection
Lyonothamnus floribundus asplenifolius – prefers heat, wind protection
Magnolia grandiflora 'Russet' – large cultivar, needs space
Maytenus boaria – needs space for roots, produces many suckers
Melaleuca ericifolia – roots poorly, needs staking for many years
Melaleuca styphelioides – prickly and can root poorly
Michelia doltsopa – uneven performer, very slow grower, prefers heat and wind protection
Phoenix dactylifera – needs space due to height and width
Phoenix canariensis – needs space due to height and width
Pistacia chinensis 'Keith Davey' – prefers heat, wind protection
Pittosporum crassifolium – best for narrow sidewalks in foggy and windy areas. Can leak sap from trunk.
Podocarpus gracilior – gets pests, better as a shrub
Quercus agrifolia – uneven performer, prefers heat, wind protection, good drainage
Quercus suber - needs space, good for medians
Rhus lancea
Syagrus romanzoffianum – needs heat, wind protection
Tilia cordata –needs space, may sucker.

List C: Species that need further evaluation

Acer x freemanii
Brachychiton populneum – prefers heat, wind protection
Carpinus betulus 'Fastigiata'
Chorisia speciosa – prefers heat, wind protection
Corylus colurna, Turkish hazel
Elaeocarpus decipiens
Gingko biloba 'Princeton Sentry' – more upright form
Magnolia soulangeana 'Rustica Rubra'
Michelia champaca – needs wind protection, prefers heat, clay soil
Platanus x acerifolia 'Columbia'
Pittosporum rhombifolium
Pittosporum eugenioides
Prunus lyonii
Prunus ilicifolia
Quercus frainetto 'Forest Green', Italian Oak
Quercus ilex – needs wind protection, sidewalk space, gets powdery mildew
Quercus phellos (Willow oak)
Schinus molle – prefers heat
Sorbus aucuparia (or other species)
Ulmus parvifolia x carpinifolia 'Frontier'
Ulmus wilsoniana 'Prospector'
Ulmus japonica x wilsoniana 'Accolade'
Zelkova serrata – needs space, warmth

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

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SPECIAL MEETING
DRAFT MINUTES

Tuesday, September 8, 2009, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place

San Francisco, CA 94102

COMMITTEE MEMBERS: Carla Short (Chair), Naomi LeBeau, Terry Milne, AnMarie Rodgers, Bonnie Ora Sherk

Order of Business

1. **Call to Order and Roll Call.** The Planning and Funding Committee meeting convened at 4:15 p.m. Present: Chair Short, Members LeBeau, Milne and Sherk (4:26 p.m.); Absent: Member Rodgers.

2. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

3. **Review and amendment of the San Francisco Street Tree Recommendations List for recommendation to the Urban Forestry Council.** (Continued from the August 20, 2009 Meeting) Sponsor: Member LeBeau (Explanatory Document: San Francisco Street Tree Recommendations List (Word) http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2009/SFStreetTreeSpecieslistABC2009.doc) (Discussion and Possible Action)

   Committee Members recommended revisions to the Street Tree Recommendations List that would be presented to the Council for consideration and approval at their September 25, 2009 meeting.

   Explanatory Documents Distributed in Committee Meeting: Friends of the Urban Forest Street Tree Plantings List (PDF) http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2009/NLBFUFStreetTreePlantingList.pdf)

4. **Urban Forestry Council Strategic Planning.** The Committee will review the Council's opportunities, constraints, strategies, direction, and assess Council strengths/weaknesses. Committee will also discuss current resource needs and may make strategic planning suggestions to the full Council. (Continued from the August 20, 2009 Meeting) Sponsor: Member Sherk (Discussion and Possible Action)

   Committee Members discussed holding an offsite retreat to discuss strategic planning efforts. Topics of discussion included developing a mission statement, requesting Council member's vision for the Council, Sunshine Ordinance requirements, securing a facilitator, and developing agenda topics. Additional details on facilitation and the retreat venue would be provided at the next Planning and Funding Committee Meeting on October 15, 2009. (Continued)

5. **How to address Pine Pitch and Sooty Canker in San Francisco.** Sponsor: Chair Short (Discussion)

   On the topic of Pine Pitch Canker, Committee Members discussed contacting agencies that had responded in the Urban Forest Annual Report Survey that they were experiencing problems with pine pitch canker and inviting them to a future Council meeting to discuss possible solutions. Additional recommendations included securing presentations from tree experts on this topic and developing a Resolution to present to the Board of Supervisors on how to deal with this issue. On the topic of Sooty Canker, it was suggested that solutions be discussed when additional information becomes available and that the Pine Pitch Canker process be used as a guide for other canker processes.

   This agenda item would be discussed at the full Council on October 27 if presentations can be secured from relevant agencies and tree experts.

6. **Greening of Lots where Development is on Hold.** Sponsor: Chair Short (Discussion)

   Committee Members discussed creating a Resolution to present to the Board of Supervisors that would direct the Planning Department and MOCI to prioritize greening efforts on lots where development is on hold. The San Francisco Chronicle article was referenced for potential ideas. Chair Short reported that she would provide a list of recommendations to include in the Resolution for the next Planning and Funding Committee meeting. This item was continued for discussion and action at the October 15, 2009 meeting. (Continued)

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7. **New Business/Future Agenda Items.** (Discussion). Additional agenda topics for future meetings include developing new tree list recommendations for non-street trees, e.g., backyard trees, open space trees, etc.

8. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

9. **Adjournment.** The Planning and Funding Committee meeting adjourned at 5:45 p.m.

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Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco, 11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

*Approved:

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

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OCT 15 2009

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SPECIAL MEETING
DRAFT MINUTES--Corrected

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City Hall, Room 421, One Dr. Carlton B. Goodlett Place

San Francisco, CA 94102

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Respectfully submitted by,
Monica Fish, Council Secretary

Approved:

SF Environment
Our home. Our city. Our planet.

GAVIN NEWSOM
Mayor

DAVID ASSMANN
Acting Director

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE
SPECIAL MEETING
APPROVED MINUTES

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San Francisco, CA 94102

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Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco, 11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary
*Approved: January 21, 2010

URBAN FORESTRY COUNCIL

PLANNING AND FUNDING COMMITTEE

NOTICE OF CANCELLED MEETING

Thursday, September 17, 2009, 4:15 p.m.
Room 421, City Hall

The **Thursday, September 17, 2009, 4:15 p.m. Regular Meeting** of the Urban Forestry Council's Planning and Funding Committee has been **CANCELLED.** The next Regular Meeting is scheduled for Thursday, October 15, 2009, 4:15 p.m. at City Hall, Room 421. An agenda will be prepared and distributed at least 72 hours prior to the next scheduled meeting. If you have any questions, please contact the Council Secretary at (415) 355-3709 or Council Coordinator at (415) 355-3731. You may also visit the Urban Forestry Council Planning and Funding Committee's website http://sfgov.org/site/sfenvironment_meeting.asp?id=61013 for additional meeting information.

Respectfully submitted by,

Monica Fish, Council Secretary
(415) 355-3709 (Telephone); 415-554-6393 (Fax)

Posted: September 1, 2009

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

Regular Meeting Notice and Agenda
Thursday, October 15, 2009, 4:15 P.M.
City Hall, Room 421
One Dr. Carlton B. Goodlett Place,
San Francisco, CA 94102

Committee Members: Naomi LeBeau, Terry Milne, AnMarie Rodgers, Bonnie Ora Sherk.

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the September 8, 2009 Urban Forestry Council Planning and Funding Committee Special Meeting.** (Explanatory Document: September 8, 2009 Special Meeting Draft Minutes http://sfgov.org/site/sfenvironment_page.asp?id=111218) (Discussion and Action)
3. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Urban Forestry Council Strategic Planning.** (Continued from the September 8, 2009 Meeting) The Committee will discuss a strategic planning retreat venue, facilitation, and agenda items to recommend to the full Council. (Continued from the September 8, 2009 Meeting) Sponsor: Member Sherk; Speaker: Council Coordinator Mei Ling Hui (Discussion and Possible Action)
5. **Greening of Lots where Development is on Hold.** (Continued from the September 8, 2009 Meeting) (Discussion)
6. **New Business/Future Agenda Items.** (Discussion).
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(Chapter 67 of the San Francisco Administrative Code)

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Monica Fish, Council Secretary
Phone: (415) 355-3709 Fax: (415) 554-6393

Posted: 10-7-09

San Francisco Urban Forestry Council

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PLANNING AND FUNDING COMMITTEE

CANCELLED MEETING MINUTES
THURSDAY, OCTOBER 15, 2009, 4:15 P.M.
ROOM 421, CITY HALL
ONE DR. GOODLETT PLACE
SAN FRANCISCO, CA 94102

The Urban Forestry Council's Planning and Funding Committee's Regular Meeting of Thursday, October 15, 2009, 4:15 p.m. was **CANCELLED** due to a lack of quorum. The next regular meeting is scheduled for Thursday, November 19, 2009, at 4:15 p.m. at City Hall, Room 421, One Dr. Goodlett Place, San Francisco, CA 94102. For additional information or to be placed on the agenda mailing list, please contact Monica Fish, Commission Secretary, at (415) 355-3709 or by email Monica.Fish@sfgov.org. Agendas can also be accessed on the Planning and Funding Committee's website link http://sfgov.org/site/sfenvironment_meeting.asp?id=61013.

Posted: October 16, 2009

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Email: urbanforestcouncil@sfgov.org

San Francisco Urban Forestry Council

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PLANNING AND FUNDING COMMITTEE

CANCELLED MEETING NOTICE
THURSDAY, NOVEMBER 19, 2009, 4:15 P.M.
ROOM 421, CITY HALL
ONE DR. CARLTON B. GOODLETT PLACE
SAN FRANCISCO, CA 94102

The Urban Forestry Council Planning and Funding Committee's Regular Meeting of Thursday, November 19, 2009, 4:15 p.m., has been **CANCELLED.** The next regular meeting is scheduled for Thursday, December 17, 2009 at 4:15 p.m. at City Hall, Room 421, One Dr. Carlton B. Goodlett Place, San Francisco, CA 94102. An agenda will be prepared and distributed at least 72 hours prior to the next scheduled meeting. For additional information or to be placed on the agenda mailing list, please contact Monica Fish, Commission Secretary, at (415) 355-3709 or by email Monica.Fish@sfgov.org or Mei Ling Hui, Urban Forestry Council Coordinator at (415) 355-3731 or by email at MeiLing.Hui@sfgov.org. Agendas can also be accessed on the Planning and Funding Committee's website link http://sfgov.org/site/sfenvironment_meeting.asp?id=61013.

Posted: November 13, 2009

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San Francisco
Urban Forestry Council

SF
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cancelled

PLANNING AND FUNDING COMMITTEE

CANCELLED MEETING NOTICE
THURSDAY, DECEMBER 17, 2009, 4:15 P.M.
ROOM 421, CITY HALL
ONE DR. CARLTON B. GOODLETT PLACE
SAN FRANCISCO, CA 94102

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Posted: December 11, 2009

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Mayor

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Acting Director

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

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Regular Meeting Notice and Agenda
Thursday, January 21, 2010, 4:15 P.M.
City Hall, Room 421
One Dr. Carlton B. Goodlett Place,
San Francisco, CA 94102

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Committee Members: Chris Buck (Chair), Naomi LeBeau, Terry Milne, Bonnie Ora Sherk.

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the September 8, 2009 Urban Forestry Council Planning and Funding Committee Special Meeting.** (Explanatory Document: September 8, 2009 Special Meeting Draft Minutes http://sfgov.org/site/sfenvironment_page.asp?id=111218) (Discussion and Action)
3. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Urban Forestry Council Strategic Planning and Scheduling of a Part 2 Retreat Meeting.** (Continued from the September 8, 2009 Meeting) (Discussion and Possible Action)
5. **Greening of Lots where Development is on Hold.** (Continued from the September 8, 2009 Meeting) (Discussion)
6. **Development of Policies to address Pine Pitch Canker Solutions.** (Discussion)
7. **New Business/Future Agenda Items.** (Discussion).
8. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
9. **Adjournment.**

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

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Monica Fish, Council Secretary
Phone: (415) 355-3709 Fax: (415) 554-6393

Posted: January 12, 2010

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DAVID ASSMANN
Acting Director

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
DRAFT MINUTES

Thursday, January 21, 2010, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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COMMITTEE MEMBERS: Chris Buck (Chair), Naomi LeBeau, Terry Milne, Bonnie Ora Sherk

Order of Business

1. **Call to Order and Roll Call.** The Planning and Funding Committee meeting convened at 4:20 p.m. Present: Chair Buck, Members LeBeau, Milne and Sherk (4:37 p.m.). Council Coordinator Mei Ling Hui and Council Member Maria D'Agostino were present for this meeting. There was no public present for this meeting.

2. **Approval of Minutes of the September 8, 2009 Urban Forestry Council Planning and Funding Committee Special Meeting.** (Explanatory Document: September 8, 2009 Special Meeting Draft Minutes) (Discussion and Action) Upon Motion by Member Milne and second by Member LeBeau the September 8, 2009 Meeting Minutes were approved without objection (AYES: Chair Buck, Members LeBeau and Milne, Absent: Member Sherk). (Explanatory Document: September 8, 2009 Approved Minutes)

3. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

4. **Urban Forestry Council Strategic Planning and Scheduling of a Part 2 Retreat Meeting.** (Continued from the September 8, 2009 Meeting) (Discussion and Possible Action) Council Members discussed the need to schedule a follow-up retreat meeting possibly in March to complete a Council future action plan. Council Coordinator Hui reported that the facilitator was willing to donate an hour of facilitation services, and that it would be beneficial for the Council to schedule an additional hour of discussion. Council Members would be asked to send in suggestions to Coordinator Hui on their one or two priority action items in order to create a reference document for the meeting. Coordinator Hui would also work on

establishing a meeting location and potential meeting date based on the facilitator's and Council Member's availability.

Member Sherk joined the meeting at this time.

5. **Greening of Lots where Development is on Hold.** (Continued from the September 8, 2009 Meeting) (Discussion) Committee Members discussed potential uses and greening opportunities for lots where development is on hold, e.g., planting trees or establishing a nursery. A discussion was held on researching potential mechanisms and seeking legal counsel to establish a process for private property owner participation.

   Council Member D'Agostino reported that the Department of Public Works had been previously looking for unused city lots for planting opportunities and stated that she would research information on past programs. Member Sherk reported that she would research existing legislation and work being done by the Mayor's Office of Economic Development.

   Member Sherk left the meeting at 4:59 p.m.

   This agenda item was continued to the February 18, 2010 Planning and Funding Committee meeting for further discussion.

6. **Development of Policies to address Pine Pitch Canker Solutions.** (Discussion) Committee Chair Buck would prepare draft Resolution language for the Council to consider taking action on at their February 23 meeting that could be forwarded to the Board of Supervisors to create their own Resolution urging City and private agencies to follow the recommendations of the Pine Pitch Canker Task Force on management strategies for pine pitch canker. (Explanatory Document distributed in Committee meeting: Position Paper on the Retention of Pines Infected with Pitch Canker)

7. **New Business/Future Agenda Items.** (Discussion). Member Sherk rejoined the meeting at 5:18 p.m. Committee members and Council Member D'Agostino discussed ways to address illegal tree pruning in San Francisco by providing public education, adopting standards, and/or issuing fines. Member LeBeau distributed an example of a sign that could be placed on a tree that was improperly topped (See Explanatory Document). This topic would be discussed at a future Committee meeting.

8. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

9. **Adjournment.** The Planning and Funding Committee meeting adjourned at 5:23 p.m.

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Respectfully submitted by,
Monica Fish, Council Secretary

*Approved:

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GAVIN NEWSOM
Mayor

DAVID ASSMANN
Acting Director

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

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REGULAR MEETING
APPROVED MINUTES

Thursday, January 21, 2010, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Chris Buck (Chair), Naomi LeBeau, Terry Milne, Bonnie Ora Sherk

Order of Business

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Respectfully submitted by,
Monica Fish, Council Secretary

*Approved: February 18, 2010

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Mayor

DAVID ASSMANN
Acting Director

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

Regular Meeting Notice and Agenda
Thursday, February 18, 2010, 4:15 P.M.
City Hall, Room 421
One Dr. Carlton B. Goodlett Place,
San Francisco, CA 94102

Committee Members: Chris Buck (Chair); Naomi LeBeau, Terry Milne, Bonnie Ora Sherk.

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the January 21, 2010 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: January 21, 2010 Draft Meeting Minutes) (Discussion and Action)
3. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Development and Trees.** The Committee will review and discuss tree disclosure and protection requirements when developing near protected trees as it relates to the tree protection zone described for Landmark and Significant trees and prepare a Draft Resolution for recommendation to the full Council. (Discussion and Possible Action)
5. **Urban Forestry Council Strategic Planning and Scheduling of a Part 2 Retreat Meeting for recommendation to the full Council to consider at their February 23, 2010 meeting.** (Continued Discussion from the January 21, 2010 Meeting) (Discussion and Action)
6. **Greening of Lots where Development is on Hold.** (Continued from the January 21, 2010 Meeting) (Discussion)
7. **Development of Policies to address Pine Pitch Canker Solutions.** The Committee will discuss approving Resolution language for recommendation to the Urban Forestry Council that would encourage all City and private agencies to follow recommendations by the Pine Pitch Canker Task Force. (Continued from the January 21, 2010 Meeting) (Discussion and Action)
8. **New Business/Future Agenda Items.** (Discussion).
9. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
10. **Adjournment.**

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Monica Fish, Council Secretary, Phone: (415) 355-3709 Fax: (415) 554-6393

Posted: February 10, 2010

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GAVIN NEWSOM
Mayor

DAVID ASSMANN
Acting Director

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

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REGULAR MEETING
DRAFT MINUTES

Thursday, February 18, 2010, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Chris Buck (Chair), Naomi LeBeau, Terry Milne, Bonnie Ora Sherk

Order of Business

1. **Call to Order and Roll Call.** The Planning and Funding Committee meeting convened at 4:27 p.m. Present: Chair Buck, Milne and Sherk (app. 5:00 p.m.) (Excused--Member LeBeau). Council Chair Milne appointed Council Member Maria D'Agostino as a provisional member to the Committee for this meeting. Council Coordinator Mei Ling Hui was present at this meeting.

2. **Approval of Minutes of the January 21, 2010 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: January 21, 2010 Draft Meeting Minutes) (Discussion and Action) Upon Motion by Member Milne, second by Provisional Member D'Agostino, the January 21, 2010 Meeting Minutes were approved without objection (AYES: Chair Buck, Members D'Agostino and Milne) (Absent: Members LeBeau and Sherk).

3. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

4. **Development and Trees.** The Committee will review and discuss tree disclosure and protection requirements when developing near protected trees as it relates to the tree protection zone described for Landmark and Significant trees and prepare a Draft Resolution for recommendation to the full Council. (Discussion and Possible Action)

   Committee members discussed developing a City staff auditing and enforcement process on sites where development is in progress to ensure tree protection requirements are being upheld. A discussion was held on preparing a Resolution recommending that the Department of Public Works Ordinance be amended to

provide for monitoring, inspection, and enforcement at these sites. Suggestions included establishing developer fees for a cost recovery program to provide City staff inspection services or for hiring a third party arborist to perform inspections for the duration of the project. Members felt that more information was required from Member Rodgers on her intentions as it applies to the Planning Department's Tree Disclosure Statement. This agenda item was continued to the March 18 Planning and Funding Committee meeting for discussion.

Public Comment: Ms. Rose Hillson stated that she was the member of the public who approached Member Rodgers about the effectiveness of the wording on the Tree Disclosure Statement as it applies to the tree protection zone and how the language would not protect the landmark Manzanita on her property. (Explanatory Document: Arborist Statement) She stated that (1) after consultation with an architect on a particular project, she was told that the Planning Department did not require him/her to provide a Tree Disclosure statement; (2) that permits are not required for some projects which may cause some tree removals, etc. to go unnoticed; (3) that enforcement of tree protection measures should be required; and (4) the Tree Disclosure Statement is not always handed out with the Planning Department's permit application packet.

5. **Urban Forestry Council Strategic Planning and Scheduling of a Part 2 Retreat Meeting for recommendation to the full Council to consider at their February 23, 2010 meeting.** (Continued Discussion from the January 21, 2010 Meeting) (Discussion and Action)

   Council Coordinator Hui reported that a suitable date has not yet been selected for the Retreat due to coordination with council member's and facilitator's availability. She stated that an update if available would be provided at the February 23 Council meeting after consultation with the facilitator. An option discussed was to hold the meeting on the date of a regular Council meeting. This agenda item would be continued to the next Planning and Funding Committee meeting if no further information was available at the time of the Council meeting.

6. **Greening of Lots where Development is on Hold.** (Continued from the January 21, 2010 Meeting) (Discussion)

   Committee members discussed consulting with groups who are surveying city vacant lots and the Mayor's Office on current projects. A discussion was held on potential urban forestry projects that could be implemented on vacant lots, e.g. tree nurseries, and what part the Council could play. Committee members discussed how blight laws may apply to vacant lots and property owners who may welcome greening of their lots to avoid blight fees. Council Coordinator Hui reported that she would contact the Hayes Valley Farm and Permaculture Guild project managers to request a presentation on their proposed projects at the March 18 Policy and Funding Committee meeting.

7. **Development of Policies to address Pine Pitch Canker Solutions.** The Committee will discuss approving Resolution language for recommendation to the Urban Forestry Council that would encourage all City and private agencies to follow recommendations by the Pine Pitch Canker Task Force. (Continued from the January 21, 2010 Meeting) (Discussion and Action)

   Chair Buck stated that he had forwarded draft Resolution language to staff that supports the recommendations of the Pitch Canker Task Force for Committee Member's consideration. Council Coordinator Hui reported that she would request approval from legal counsel on the draft Resolution

language. A discussion was held on Resolution content, directing recommendations to agencies and stakeholders who have jurisdiction over trees, and finding a Board of Supervisors sponsor to prepare their own Resolution. A Draft Resolution would be presented for Council review and approval at the February 23 Council meeting.

8. **New Business/Future Agenda Items.** (Discussion).

   Committee members discussed the status of the vacant positions on the Council, the need for outreach, and the possibility of developing a work group/committee to generate membership interest.

9. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

   Ms. Rose Hillson inquired about the connection between the Urban Forestry Council and Recreation and Park Department activities surrounding trees, e.g., if Recreation and Park Department has noticing requirements for cutting down trees. Committee Member Milne stated that the Recreation and Park Department has a system that is different from what other Departments may have in place, but they are required to post a 30-day notice if a tree is scheduled to be removed. He stated that members of the public may attend Recreation and Park Commission meetings to make their opinion heard on Recreation and Park tree activities.

10. **Adjournment.** The Planning and Funding Committee meeting adjourned at 5:41 p.m.

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Respectfully submitted by,
Monica Fish, Council Secretary

Approved:

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GAVIN NEWSOM
Mayor

DAVID ASSMANN
Acting Director

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

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APPROVED MINUTES

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City Hall, Room 421, One Dr. Carlton B. Goodlett Place
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COMMITTEE MEMBERS: Chris Buck (Chair), Naomi LeBeau, Terry Milne, Bonnie Ora Sherk

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Respectfully submitted by,
Monica Fish, Council Secretary

Approved: April 15, 2010

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GAVIN NEWSOM
Mayor

DAVID ASSMANN
Acting Director

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

Regular Meeting Notice and Agenda
Thursday, March 18, 2010, 4:15 P.M.
City Hall, Room 421
One Dr. Carlton B. Goodlett Place,
San Francisco, CA 94102

Committee Members: Committee Members: Chris Buck (Chair); Naomi LeBeau, Terry Milne, Bonnie Ora Sherk.

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the February 18, 2010 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: February 18, 2010 Draft Meeting Minutes) (Discussion and Action)
3. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
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7. **New Business/Future Agenda Items.** (Discussion).
8. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
9. **Adjournment.**

Public Comment

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Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

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Posted: March 10, 2010

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Mayor

DAVID ASSMANN
Acting Director

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URBAN FORESTRY COUNCIL
PLANNING AND FUNDING COMMITTEE

CANCELLED MEETING MINUTES
THURSDAY, MARCH 18, 2010, 4:15 P.M.
ROOM 421, CITY HALL
ONE DR. CARLTON B. GOODLETT PLACE
SAN FRANCISCO, CA 94102

The Urban Forestry Council Planning and Funding Committee's Regular Meeting of Thursday, March 18, 2010 at 4:15 p.m. was **CANCELLED** due to a lack of quorum. The next regular meeting is scheduled for Thursday, April 15, 2010 at 4:15 p.m. at City Hall, Room 421, One Dr. Carlton B. Goodlett Place, San Francisco, CA 94102. An agenda will be prepared and distributed at least 72 hours prior to the next scheduled meeting. For additional information or to be placed on the agenda mailing list, please contact Monica Fish, Commission Secretary, at (415) 355-3709 or by email Monica.Fish@sfgov.org or Mei Ling Hui, Urban Forestry Council Coordinator at (415) 355-3731 or by email at MeiLing.Hui@sfgov.org. Agendas can also be accessed on the Planning and Funding Committee's website link https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council.

Posted: March 22, 2010

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GAVIN NEWSOM
Mayor

DAVID ASSMANN
Acting Director

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

Regular Meeting Notice and Agenda
Thursday, April 15, 2010, 4:15 P.M.
City Hall, Room 421
One Dr. Carlton B. Goodlett Place,
San Francisco, CA 94102

Committee Members: Chris Buck (Chair); Naomi LeBeau, Terry Milne, Bonnie Ora Sherk.

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the February 18, 2010 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: February 18, 2010 Draft Meeting Minutes) (Discussion and Action)
3. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Development and Trees.** The Committee will review and discuss tree disclosure and protection requirements when developing near protected trees as it relates to the tree protection zone described for Landmark and Significant trees and prepare a Draft Resolution for recommendation to the full Council. (Continued Discussion from the February 18, 2010 Meeting) (Discussion and Possible Action)
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7. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
8. **New Business/Future Agenda Items.** (Discussion).
9. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
10. **Adjournment.**

Department of the Environment, City and County of San Francisco
11 Grove Street, San Francisco, CA 94102
Telephone: (415) 355-3700 • Fax: (415) 554-6393
Email: environment@sfgov.org • www.sfenvironment.org

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Monica Fish, Council Secretary,
Phone: (415) 355-3709 Fax: (415) 554-6393

Posted: April 5, 2010

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GAVIN NEWSOM
Mayor

DAVID ASSMANN
Acting Director

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

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REGULAR MEETING
DRAFT MINUTES

Thursday, April 15, 2010, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Chris Buck (Chair), Naomi LeBeau, Terry Milne, Bonnie Ora Sherk

Order of Business

1. **Call to Order and Roll Call.** The Planning and Funding Committee convened at 4:16 p.m. Present: Chair Buck, Members LeBeau and Milne; Absent: Member Sherk. Council Members D'Agostino and Hillson and Council Coordinator Hui were in attendance.

2. **Approval of Minutes of the February 18, 2010 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Documents: February 18, 2010 Draft and Approved Meeting Minutes) (Discussion and Action) Upon Motion by Member Milne and second by Chair Buck, the February 18, 2010 Meeting Minutes were approved without objection (AYES: Chair Buck, Members Milne and LeBeau; Absent: Member Sherk)

3. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

4. **Development and Trees.** The Committee will review and discuss tree disclosure and protection requirements when developing near protected trees as it relates to the tree protection zone described for Landmark and Significant trees and prepare a Draft Resolution for recommendation to the full Council. (Continued Discussion from the February 18, 2010 Meeting) (Discussion and Possible Action)

   Committee Chair Buck presented The Planning Department's Tree Disclosure Statement and Article 16 of the Public Works Code for review of this topic (see explanatory documents). Member Rodgers, Planning

Department Representative would be asked to discuss the process for amending the Planning Department's Tree Disclosure Statement. Committee Chair Buck suggested that the Tree Disclosure Statement be amended on page 2, Section B Landmark Trees, so that it would state "trees on adjacent property" instead of "trees on adjacent property overhanging the project site" as the form currently reads. Ms. Hui inquired whether this change would require an amendment to Article 16 Urban Forestry Ordinance in which case the Council would have to prepare a Resolution to recommend to the Board of Supervisors to make this change. Council Member Hillson discussed her concern with (1) the Department of Building Inspection booklet, the Tree Disclosure Statement, and Article 16, Section 808© references to work done within the drip-line of a tree, and (2) projects where permits are not required. She stated that developers or others should be required to fill out the Tree Disclosure Statement even if a permit is not required for construction.

Discussion of amendments to the Tree Disclosure Statement was forwarded to the full Council to consider at their May 28th meeting. Council Member Rodgers would be asked to clarify the Planning Department's/Zoning Administrator's process for protection of landmark trees (Article 16, page 11, Section 5(e).) This agenda item was also continued to the Planning and Funding Committee meeting of May 20, 2010 to discuss tree protection zones.

5. **Greening of Lots where Development is on Hold.** (Continued Discussion from the February 18, 2010 Meeting) (Informational Report and Discussion) Council Coordinator Hui reported that Permaculture Guild staff was not available to attend this meeting because it is held on a workday. She stated that she attended a presentation at SPUR about different projects that are using lots. The Mayor's Office of Economic and Workforce Development is working on pilot projects and legislation for the City to serve as an intermediary between private property owners and people who may be interested in doing temporary use applications of the site. Members LeBeau and Milne suggested that groups that are working toward this effort attend a future meeting to request the Council's support for a resolution.

   Council Coordinator Hui and Committee Chair Buck would work together to draft a resolution of support for greening of lots where development is on hold that emphasizes urban forestry projects and/or permaculture for review at the May 20th Planning & Funding Committee. Committee Members were asked to send their ideas so they could be incorporated into this Resolution. .

6. **Urban Forestry Council Strategic Planning and Scheduling of a Part 2 Retreat Meeting for recommendation to the full Council to consider at their February 23, 2010 meeting.** (Continued Discussion from the February 18, 2010 Meeting) (Discussion and Action)

   Council Coordinator Hui reported that June 2 was a potential meeting date for the Council's next strategic planning session that would be held at the Department of Human Resources Office from approximately 9:00 a.m. – 12:00 p.m. She reported that she would be meeting on April 26 with the facilitator who has offered one hour of free facilitation to discuss the agenda, schedule, and previous meeting discussions. Ms. Hui suggested that the meeting include (1) review of the previous strategic planning session, (2) Council discussion, (3) facilitation of discussion; and (4) Council discussion. Ms. Hui would forward venue information to the Council members after her meeting with the facilitator. She reported that a special 15-day meeting notice would be required, and that the meeting would be open to the public. This agenda item was forwarded to the full Council for discussion and action at their May 27th meeting.

Items 7 and 8 were heard together.

7. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

8. **New Business/Future Agenda Items.** (Discussion) Council Member D'Agostino requested a future discussion of the Department of Public Work's potential relinquishment of tree maintenance to property owners. Committee Chair Buck reported that the Department of Public Works has asked their Urban Forester to review how this would work programmatically. Committee Member Milne suggested inviting Friends of the Urban Forest, Alemany Farm, or West of Twin Peaks Homeowners Association for discussion of this topic so that the Council could potentially create a Resolution taking a position. Council Coordinator Hui suggested inviting Carla Short of the Bureau of Urban Forestry to a future meeting to provide additional information.

   Committee Chair Buck suggested including a funding discussion at the next Planning and Funding Committee meeting on the potential effects on the quality of the urban forest if tree maintenance were to be relinquished to private property owners. Additional discussions could include the current budget deficit, funding for the urban forest, and subsequent effects. Council Coordinator Hui stated that she has issued a request for information for budgets and programming for the Annual Urban Forest Report at the end of June and described the schedule for issuance of the report in September. She suggested adding funding questions to the survey "How do you expect your future programming to be affected by the budget deficit? How was it affected this year and how do you expect it to be affected next year?"

9. **Adjournment.** The Planning and Funding Committee meeting adjourned at 5:42 p.m.

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Respectfully submitted by,
Monica Fish, Council Secretary

*Approved:

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GAVIN NEWSOM
Mayor

DAVID ASSMANN
Acting Director

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

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REGULAR MEETING
APPROVED MINUTES

Thursday, April 15, 2010, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Chris Buck (Chair), Naomi LeBeau, Terry Milne, Bonnie Ora Sherk

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Respectfully submitted by,
Monica Fish, Council Secretary

*Approved: May 20, 2010

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GAVIN NEWSOM
Mayor

DAVID ASSMANN
Acting Director

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

Regular Meeting Notice and Agenda
Thursday, May 20, 2010, 4:15 P.M.
City Hall, Room 421
One Dr. Carlton B. Goodlett Place,
San Francisco, CA 94102

05-13-10 AM

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Committee Members: Chris Buck (Chair); Naomi LeBeau, Terry Milne, Bonnie Ora Sherk.

Order of Business

Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the April 15, 2010 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: April 15, 2010 Meeting Draft Minutes) (Discussion and Action)
3. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Development and Trees.** The Committee will review and discuss tree disclosure and protection requirements when developing near protected trees as it relates to the tree protection zone described for Landmark and Significant trees and prepare a Draft Resolution for recommendation to the full Council. (Continued Discussion from the April 15, 2010 Meeting) (Discussion and Possible Action)
5. **Greening of Lots where Development is on Hold.** (Continued from the April 15, 2010 Meeting) The Committee will discuss preparation of a Resolution making recommendations. (Discussion and Possible Action)
6. **The Potential Effects on the Quality and Funding for the Urban Forest if Tree Maintenance were to be relinquished to Private Property Owners.** (Discussion)
7. **New Business/Future Agenda Items.** (Discussion).
8. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
9. **Adjournment.**

Department of the Environment, City and County of San Francisco
11 Grove Street, San Francisco, CA 94102 Telephone: (415) 355-3700 • Fax: (415) 554-6393
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Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.
The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agendized item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council Planning and Funding Committee meetings will be held at City Hall, Room 421, One Dr. Carlton B. Goodlett Place, San Francisco, CA. City Hall meeting rooms are wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Know your rights under the Sunshine Ordinance

(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

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REGULAR MEETING
DRAFT MINUTES

Thursday, May 20, 2010, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Chris Buck (Chair), Naomi LeBeau, Terry Milne, Bonnie Ora Sherk

Order of Business

1. **Call to Order and Roll Call.** The Planning and Funding Committee convened at 4:15 p.m. Present: Chair Buck, Members LeBeau, Milne; and Sherk. Council Members D'Agostino and Hillson were in attendance.

2. **Approval of Minutes of the April 15, 2010 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: April 15, 2010 Meeting Draft Minutes) (Discussion and Action)

   Upon Motion by Member Milne, second by Member LeBeau the April 15, 2010 Meeting Minutes were approved with an addition as requested by Council Member Hillson to Item 4, the end of the first paragraph, to show that "Discussion on this matter followed" in reference to Council Member Hillson's suggestion that developers and others be required to fill out the Tree Disclosure statement (AYES: Committee Members Buck, LeBeau and Milne; Absent: Committee Member Sherk).

3. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public present at this time.

4. **Development and Trees.** The Committee will review and discuss tree disclosure and protection requirements when developing near protected trees as it relates to the tree protection zone described for Landmark and Significant trees and prepare a Draft Resolution for recommendation to the full Council. (Continued Discussion from the April 15, 2010 Meeting) (Discussion and Possible Action)

Committee Members made additional edits to the Tree Disclosure Statement for recommendation to the Council to consider at their May 28th meeting. A discussion would be held with the Planning Department Representative, Member Rodgers, on whether edits could be made without a Resolution. Committee Members also discussed potential edits to the educational guide intended for the public and contractors.

Member Sherk joined the meeting during this agenda item.

5. **Greening of Lots where Development is on Hold.** (Continued from the April 15, 2010 Meeting) The Committee will discuss preparation of a Resolution making recommendations. (Discussion and Possible Action)

   Chair Buck reported that a Resolution had not yet been prepared but may be available in time for the next Council meeting on May 28th. This agenda item was forwarded to the full Council for discussion and consideration of a potential Resolution making recommendations.

6. **The Potential Effects on the Quality and Funding for the Urban Forest if Tree Maintenance were to be relinquished to Private Property Owners.** (Discussion)

   Chair Buck requested that the minutes note that this agenda item refers to Department of Public Works (DPW) maintained trees. He stated that there has been discussion about this topic among DPW budget analysts, but that there is no substantial update to provide at this time. Chair Buck suggested that Ms. Carla Short, DPW Urban Forester, or another DPW representative attend a future Urban Forestry Council meeting to provide the status of the proposal once it becomes available. Committee Members discussed relinquishment programs in other jurisdictions, potential impacts of relinquishment, legal challenges, possible solutions, and what their role could be if this program were to be enforced. Chair Buck suggested that next steps be discussed after decisions are made. This agenda item was continued to a future Council meeting, date to be determined.

7. **New Business/Future Agenda Items.** (Discussion).

   Committee Members were asked to send suggestions for future agenda items to Chair Buck or Coordinator Hui. Member Sherk announced that the Board of Supervisors Land Use Committee held a hearing on daylighting creeks and watersheds. She suggested that the Council become involved in order to create habitat and expand the urban forest by planting native trees in watersheds. Chair Buck announced the issuance of a new Cliff Guide to the New Landscaping Ordinance. Chair Buck suggested that the Committee at their next meeting discuss the outcome and next steps from the second strategic planning session that is scheduled for June 2. Council Member D'Agostino inquired as to the status of her request for membership to the Planning and Funding Committee. Committee Member/Council Chair Milne reported that appointments to Committees are made at Council meetings. Committee members inquired about a new Public Utilities Commission appointment to the Council due to Member Sustarich's resignation of his Council seat. It was explained that an appointment has not yet been made.

8. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

9. **Adjournment**. The Planning and Funding Committee adjourned at 5:25 p.m.

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Respectfully submitted by,
Monica Fish, Council Secretary

Approved:

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CITY AND COUNTY OF SAN FRANCISCO
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REGULAR MEETING
APPROVED MINUTES

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Email: environment@sfgov.org • www.sfenvironment.org

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   Chair Buck reported that a Resolution had not yet been prepared but may be available in time for the next Council meeting on May 28th. This agenda item was forwarded to the full Council for discussion and consideration of a potential Resolution making recommendations.

6. **The Potential Effects on the Quality and Funding for the Urban Forest if Tree Maintenance were to be relinquished to Private Property Owners.** (Discussion)

   Chair Buck requested that the minutes note that this agenda item refers to Department of Public Works (DPW) maintained trees. He stated that there has been discussion about this topic among DPW budget analysts, but that there is no substantial update to provide at this time. Chair Buck suggested that Ms. Carla Short, DPW Urban Forester, or another DPW representative attend a future Urban Forestry Council meeting to provide the status of the proposal once it becomes available. Committee Members discussed relinquishment programs in other jurisdictions, potential impacts of relinquishment, legal challenges, possible solutions, and what their role could be if this program were to be enforced. Chair Buck suggested that next steps be discussed after decisions are made. This agenda item was continued to a future Council meeting, date to be determined.

7. **New Business/Future Agenda Items.** (Discussion).

   Committee Members were asked to send suggestions for future agenda items to Chair Buck or Coordinator Hui. Member Sherk announced that the Board of Supervisors Land Use Committee held a hearing on daylighting creeks and watersheds. She suggested that the Council become involved in order to create habitat and expand the urban forest by planting native trees in watersheds. Chair Buck announced the issuance of a new Cliff Guide to the new Landscaping Ordinance. Chair Buck suggested that the Committee at their next meeting discuss the outcome and next steps from the second strategic planning session that is scheduled for June 2. Council Member D'Agostino inquired as to the status of her request for membership to the Planning and Funding Committee. Committee Member/Council Chair Milne reported that appointments to Committees are made at Council meetings. Committee members inquired about a new Public Utilities Commission appointment to the Council due to Member Sustarich's resignation of his Council seat. It was explained that an appointment has not yet been made.

8. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

9. **Adjournment**. The Planning and Funding Committee adjourned at 5:25 p.m.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links with each meeting minutes posted online https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at **Monica.Fish@Sfgov.org.**

Respectfully submitted by,
Monica Fish, Council Secretary

Approved: June 17, 2010

SF Environment
Our home. Our city. Our planet.

GAVIN NEWSOM
Mayor

DAVID ASSMANN
Acting Director

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

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Regular Meeting Notice and Agenda
Thursday, June 17, 2010, 4:15 P.M.
City Hall, Room 421
One Dr. Carlton B. Goodlett Place,
San Francisco, CA 94102

Committee Members: Chris Buck (Chair); Maria D'Agostino, Naomi LeBeau, Terry Milne, Bonnie Ora Sherk.

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the May 20, 2010 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: May 20, 2010 Meeting Draft Minutes) (Discussion and Action)
3. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Review of the San Francisco Recreation & Park Department Draft Forestry Management Plan.** Speaker: Karen Mauney Brodeck, Recreation and Park Department Planning. (Explanatory Document: Recreation and Park Department Draft Tree Management Plan) (Presentation, Discussion and Possible Action)
5. **Review and Update the Annual Urban Forest Report Survey.** Members will review and update the Annual Urban Forest Report Survey. (Explanatory Document: Report Survey) (Discussion and Possible Action)
6. **Urban Forestry Council June 2 Strategic Planning Retreat Outcomes and Next Steps.** (Explanatory Document: June 2, 2010 Draft Minutes and Member D'Agostino's Retreat Notes) (Discussion and Possible Action)
7. **Urban Forestry Council Budget Review and Planning.** The Committee will discuss the currently allocated budget for 2010-2011 and make recommendations to the full Council. Speaker: Shawn Rosenmoss. (Discussion and Possible Action.)
8. **Greening of Lots where Development is on Hold.** The Committee will discuss preparation of a Resolution making recommendations. (Continued from the May 20, 2010 Planning and Funding Committee Meeting and Urban Forestry Council May 28, 2010 Meeting) (Discussion and Possible Action)
9. **New Business/Future Agenda Items.** (Discussion).

Department of the Environment, City and County of San Francisco
11 Grove Street, San Francisco, CA 94102
Telephone: (415) 355-3700 • Fax: (415) 554-6393
Email: environment@sfgov.org • www.sfenvironment.org*sfurbanforcstcouncil@sfgov.org

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10. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
11. **Adjournment.**

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agendized item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council Planning and Funding Committee meetings will be held at City Hall, Room 421, One Dr. Carlton B. Goodlett Place, San Francisco, CA. City Hall meeting rooms are wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

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(Chapter 67 of the San Francisco Administrative Code)

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Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) or at the Planning and Funding Committee's meeting website https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee with each agenda or meeting minutes, (3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Planning and Funding Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the meeting website as links to the agenda or meeting minutes.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Monica Fish, Council Secretary, Phone: (415) 355-3709 Fax: (415) 554-6393
Posted: June 14, 2010

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San Francisco Recreation & Park Department
Capital Improvement Program

Tree Management Plan

Prepared for:
Recreation & Park Department
City of San Francisco
McLaren Lodge
501 Stanyan Street
San Francisco CA 94117

Prepared by:
HortScience, Inc.
2150 Rheem Dr., Suite A
Pleasanton, CA 94588

April 21, 2010

HORT SCIENCE

Tree Management Plan

Recreation and Park Department
San Francisco CA

Executive Summary

San Francisco lacks native forest. As a result, most of the trees in the City's large parks were planted, during the late 1800s and early 1900s. The precise number of trees within the Department's responsibility is not known. The 1993 census found approximately 27,000 trees in Golden Gate Park. The Significant Natural Areas Management Plan estimates there to be 64,000 trees in the 868 acres of natural areas. We estimate there are 67,000 trees in the 2,389 non-NAP acres, for a total of 131,000 trees on RPD properties in SF.

The Department's Urban Forestry program is responsible for tree management, from pruning and tree removal to replanting. The program consists of thirty (30) full-time equivalent staff with a budget of $3.5 million. The staff is divided between tree maintenance (16 FTE) and reforestation (13 FTE) with one supervisor. Approximately 500 trees in Golden Gate Park and 750 trees in other properties are treated by the Department each year, putting the maintenance cycle for all trees at about 50 years.

Routine tree care includes pruning, removal, clean-up and inspection. The tree crews response to requests for service. All tree care activity is reactive. There is no programmed tree maintenance activity. We recommend that the Department consider moving from a purely reactive mode of action to one where 50% of tree care is programmed.

The Department's planting program has been successful in Golden Gate Park,. In the Parks and Squares, planting of new trees has not kept pace with removal. No new trees have been planted by Urban Forestry on the golf courses.

The 2008 Clean and Green Park Bond provided funding for the Department to address tree hazards. Areas to receive treatment were prioritized by evaluating both the tree condition at each park property and the use and occupancy of park facilities. Eighteen (18) properties were identified as having the highest priority. An assessment protocol has been developed.

Sustaining the urban forest located on Recreation and Park Department properties will require intensive planting of non-native species. There is a need to develop tree management plans for properties, plans that will assess existing tree composition and structure and recommend a program of new planting.

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Tree Management Plan

Recreation and Park Department
San Francisco CA

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Introduction and Overview

The Recreation and Park Department (RPD) manages over 230 properties located within the City limits. Together these properties comprise over 3,000 acres. In addition, RPD manages two properties located outside San Francisco: Sharp Park in Pacifica and Camp Mather in Groveland. Park properties range in size from over 1000 acres to several thousand square feet.

RPD is responsible for managing trees located on its properties. With few exceptions, trees are an integral part of the landscape of parks, squares and other RPD properties. A wide range of species and planting conditions create tremendous diversity, from large specimen trees to dense forest-like groves.

The actual number of trees on RPD properties in San Francisco is unknown. The Significant Natural Resources Areas Management Plan (2006) (NAP) estimates that 64,000 trees are located in the 868 acres of designated natural areas of park properties within the City limits. There are 2,389 acres of RPD property in San Francisco that are not included in the Natural Areas Program. We estimate there to be 71,000 trees on these lands (Appendix C), yielding a total of 135,000 trees on RPD properties in SF.

In 2009, RPD contracted with HortScience, Inc. to develop a **Tree Management Plan**. The Department was interested in a plan that would "provide a set of recommendations for the healthy and sustainable long-term management of San Francisco's Recreation and Park Department's unique urban forest." Rather than being property-specific, the Department sought direction for tree management on a city-wide basis. This document addresses RPD's interest by providing the following information:

- The operational context for the Department's tree management activities.
- A tree risk management policy and description of a risk assessment and abatement program.
- Recommendations for moving from a reactive program of care to a programmed approach.
- The importance of planting to sustaining RPD's urban forest.

The Origin of San Francisco's Urban Forest

> "Trees were probably never a conspicuous feature in the San Francisco landscape, but in the earliest days small trees of several kinds were found on the hills and summits." Howell, Raven and Rubtzoff, 1958.

No forest covered San Francisco prior to the arrival of the Spanish in the 1760s. Instead the City was covered with grassland, coastal scrub and bare sand dunes. The area of Golden Gate Park was described as a "great sand waste." Trees were present along creeks and in protected locations. In general, trees were a very minor part of the vegetation cover. Few species were present and overall tree canopy cover was low. Unlike other cities, there was no native forest upon which to build.

San Francisco's urban forest came into being in the late 1800s when intense programs of afforestation (tree planting) were initiated. The basic structure of vegetation in the City's large parks was created "over a 30 year period beginning in the 1880s" (McBride and Froehlich). Large parks include Golden Gate, McLaren, Stern Grove, Twin Peaks and Mountain Lake.

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Although numerous tree species were planted, the City's urban forest has come to be dominated by just a few, notably Monterey pine (*Pinus radiata*), Monterey cypress (*Cupressus macrocarpa*) and blue gum eucalyptus (*Eucalyptus globulus*). They noted that pine and cypress were not regenerating while blue gum was regenerating from root sprouts. McBride and Froehlich also noted that half of the Monterey pine and eucalyptus trees, and one-third of the Monterey cypress trees, in older stands were in poor condition.

None of the other large parks have a reforestation plan similar to that of Golden Gate Park. The Department's reforestation crew provides planting in other properties in response to requests from gardening staff.

Golden Gate Park Forest Management Plan
Because the forest areas of Golden Gate Park were artificial in origin, no natural regeneration was present. The Golden Gate Forest Management Plan was developed in 1980. It analyzed the composition and structure of the forest areas, finding that it was even-aged and generally mature. In order to sustain forest cover, the Plan recommended a program of reforestation. The Plan envisioned a reforestation program that would move from even-aged to an uneven-aged where a range of tree age and size would be present. The Plan recommended a 25 year rotation. Over that period of time, all of the forest stands would be cut, replanted and thinned. The Forest Management Plan does not discuss tree care activities such as pruning and removal. It is focused solely on reforestation.

Natural Areas Program
In 2006 a Management Plan for the Department's Significant Natural Resources Areas was created. The Plan recognized that remnants of pre-settlement vegetation were present within RPD properties. The Department set a goal to "preserve, restore and enhance" approximately 868 acres in 31 locations in San Francisco. The Department's Natural Areas Program (NAP) developed the Plan which prioritized the locations for conservation and management activities.

When discussing trees, the Significant Natural Resources Areas Plan rightly points out that most of the species present in parks are non-native and invasive.

The recommendations within the Significant Natural Resources Areas Management Plan are now undergoing environmental review. This includes recommendations to transform designated natural areas to their pre-settlement vegetation over time. For the most part, restoration will involve some tree removal. The Plan also includes preservation and diversification of many of RPD's areas of urban forest.

Summary
The urban forest managed by the Recreation and Park Department is almost entirely artificial, created by planting thousands of trees using species not native to San Francisco. Regeneration of this forest occurs largely in eucalyptus stands and not in pine or cypress groves.

For Golden Gate Park, a forest management plan has been in place since 1980 but has suffered from budget restrictions. The Department's Natural Areas Program when fully implemented will remove several thousand trees, replacing them with largely non-forest plant communities.

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Other than Golden Gate Park, few management plans have been prepared for RPD properties. A vegetation management plan for Mountain Lake Park was prepared by Joe McBride and Denice Lobel (University of California, Berkeley) in 1980. HortScience, Inc has prepared specific tree management plans for Washington Square Park, the Japanese Tea Garden at Golden Gate Park, and Pioneer Park. We are not aware of similar large scale forest management plans for other RPD properties.

It is clear that without a commitment to reforestation, the current forest cover managed by the Department cannot be sustained.

The Operational Context for Tree Management in the Recreation and Park Department

Tree management is the responsibility of RPD's operations division. The Urban Forestry Section provides tree care activities to all Department properties from mini-parks to squares to golf courses to Golden Gate Park and Camp Mather. The Urban Forestry Section is responsible for planting and early care, pruning, removal, debris disposal and any other tree care activity. Because of its specialized equipment, Urban Forestry also supports other Departmental maintenance activities.

The Department's Natural Areas Management Plan estimates there to be 64,000 trees in San Francisco parks. Royston, Hanamoto, Alley & Abey's 1998 Master Plan for Golden Gate Park used a 1993 census for its figure of 27,192 trees in that property. The Master plan noted that 12,000 trees had been planted and 6,150 had been "lost" in the period between 1980 and 1993. Using these figures, there are 36,800 trees in the rest of the park properties. This figure does not include Sharp Park with an estimated 54,000 trees. The number of trees at Camp Mather is not known.

Urban Forestry Staff and Budget

For fiscal 2009 – 2010, Urban Forestry program had a budget of $3.5 million with 30 full-time-equivalent positions divided between tree maintenance (16 FTE) and reforestation (13 FTE) with a program supervisor.

- **Tree crews**
  Perform tree care activities such pruning, removal, and stump grinding.
  - Golden Gate Park. 4 staff.
  - Parks and Squares. 5 staff.
  - Golf courses. 4 staff.
  - Contract. 3 staff. Work on a contract basis for other City departments.

- **Reforestation**
  Perform tree planting, watering, staking, early care and thinning of young reforestation stands.
  - Golden Gate Park. 8 staff.
  - Parks and Squares. 5 staff.

The Department has 13 staff involved in tree care activities including pruning and removal at RPD properties. Based on recent work records, crews at Golden Gate Park address (prune and remove) about 470 trees per year while crews at other properties (including the golf courses) prune and remove approximately 760 trees per year. Assuming 27,192 trees in Golden Gate Park, it would take the crew 54 years to complete one cycle of tree care. For Parks, Squares and golf courses, the cycle length is 49 years.

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The Department of Public Works Bureau of Urban Forestry manages approximately 40,000 trees along San Francisco's major streets. Their goal is to maintain a 7 year maintenance cycle, although recent budget reductions have probably extended the cycle to 10 years. This is the average, as some locations receive more frequent maintenance and others, less.

There is no standard tree care cycle for trees in parks. A typical municipality addresses its street trees on 5 to 10 year cycle. Most utilities in California inspect trees in proximity to energized conductors on an annual basis. Trees along streets and near power lines require more frequent pruning, particularly to provide clearance Not all park trees are in a similar situation but many are. Trees in RPD's properties are close to streets, parking area and other high use facilities.

It seems clear that the Urban Forestry program is able to address only a small fraction of trees located on RPD property. The Department's budgetary situation has been a source of concern for many years, extending beyond tree management into all areas of RPD's responsibility. The Golden Gate Park Forest Management Plan (1980) noted that the "tree maintenance cress, though very dedicated, are understaffed." The history of budget reductions has been long. In fiscal year 2004 – 2005, Urban Forestry's budget was $3.2 million with 36 full-time equivalent staff.

For the 2010-11 fiscal year, the Department must reduce its budget by and additional 20% - 30%. Examples of impact of such reductions on operations abound. At the current time, trees receive maintenance once every 50 years. Budget reductions will only make this situation worse. A similar situation exists with reforestation. There is no planting at golf course. Planting at parks and squares does not replace losses due to removal. The reforestation in Golden Gate Park operates on a 35 year cycle instead of the 25 to 30-year cycle recommended in its Forest Management Plan. Department-wide, tree care activities are provided on a request-basis only. There is little or no program of routine care.

Tree Care Activity

Over the past 3 years, Urban Forestry staff pruned 882 trees per year, removed 380 and planted 1,180 (Table 1, following page). In general, the number of trees pruned in Golden Gate Park, the golf courses, and other properties (i.e., parks and squares) was similar. Approximately 40% of all tree removals took place in Golden Gate Park.

Over 90% of all trees planted by the Department in the last 3 years were installed in Golden Gate Park, part of the property's reforestation program. Since the mid-1980s, the small blocks of trees located in the Park's forested areas have been removed and replaced. There are approximately 600 acres of forest in Golden Gate Park, located on the west side of the property.

Over time, less vigorous and structurally unsound trees are removed from the reforestation plots. Such thinning provides the remaining trees with more room to grow and develop. Trees planted during that 1980s are now mature in size and form, having grown 1' to 2' per year in height and 1' in trunk diameter.

Over the last three years, seven trees were planted in Golden Gate Park for every tree removed (3202 planted vs. 435 removed). Not all trees survive establishment to become mature specimens but the result has been replacement of older pines and eucalyptus with younger, more vigorous material. The reforestation program Golden Gate Park has made significant strides towards establishing the next generation of trees in the forested areas.

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In contrast, planting rates for parks and squares has not kept up with removals in those locations (364 trees removed vs. 302 planted). Some new trees will die, be stolen or vandalized, or simply not perform. Based solely on the number of trees planted, there will be less tree cover in the future than at present.

Table 1. Tree care activities. Urban Forestry program. San Francisco Recreation & Park Department.

Activity & Location	Year 2007	2008	2009	Total
Trees pruned				
Golden Gate Park	304	362	311	
Parks & Squares	285	307	242	
Golf course	231	340	263	
Total	**820**	**1009**	**816**	**2645**
Trees removed				
Golden Gate Park	146	183	106	
Parks & Squares	124	110	130	
Golf course	73	83	97	
Total	**343**	**376**	**420**	**1139**
Trees planted				
Golden Gate Park	1367	965	870	
Parks & Squares	105	115	120	
Golf course	0	0	0	
Total	**1472**	**1080**	**990**	**3542**

Notes: Source: RPD urban forestry work records
No data was available for August 2007

The situation is more extreme on the golf courses where over 200 trees were removed without any additional planting by RPD staff. Should this trend continue, there will be fewer and fewer trees at these facilities.

Tree care activities are scheduled based on service requests. Within RPD, such requests are made through the Department's asset management program, TMA. Gardening staff make most of the service requests for tree care activity. Requests from the general public are made through the City's service inquiry program, 311.

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Neither TMA nor 311 are tree-specific. TMA is a general program, encompassing a wide range of maintenance activity. While there is a code for tree work, the specifics are placed in the "comment" section. For this reason, work requests almost always require a site inspection by the Urban Forestry staff before work can be scheduled. The same is true for 311, which is even more general in nature.

We analyzed 1,330 TMA-based work requests to urban forestry over the period 2005 to 2009 (Table 2). We categorized the requested action as:

- Pruning (716 requests). Remove branches.
- Removal (308). Take down tree.
- Clean-up (150). Tree material is on the ground, and needs to be chipped, cut-up and removed.
- Inspection (73) Tree needs to visually assessed, commonly because of health and structural stability.
- Not tree related (45). Requests to use tree-equipment such as aerial lifts for non-tree tasks such as replacing light-bulbs.
- Planting (22). Install new trees.
- Staking (7). Newly planted trees need to have maintenance on support stakes.
- Miscellaneous (9).

We categorized the reason for the request action as:

- Hanger (434 requests). Branch is broken but hanging in the tree crown.
- Failure potential (155). Tree has structural defects that might lead to failure.
- Clearance (145). Low-hanging branches require removal.
- Dead (131). Tree is dead.
- Failed tree (105). Tree failed, needs to be removed.
- Failed branch (45). Branch failed, needs to be removed.
- No reason specified (80).
- Brush (31). Tree material is on ground and requires clean-up.
- Thinning (29). Either tree needs branches removed or group of trees requires removal of individuals.
- Cleaning (23). Tree requires pruning to remove dead, dying, diseased and otherwise structurally unsound branches.
- Health (25). Tree requires pruning or removal due to poor health.
- Miscellaneous (25).
- Other (102).

Among RPD properties, Golden Gate Park had the most TMA requests 465 (35% of the total). Other properties frequently requesting tree care were Lake Merced (114, 9%), Sharp Park (43, 3%) and Park Presidio Blvd. (36, 3%). All other properties had 35 or fewer TMA requests.

Staff noted several challenges to effective application of both TMA and 311 as work order systems. First, location information is very general, frequently leading to an inability to find the tree for which action is requested. Second, the action requested is also general in terms of tree number, urgency and specificity of maintenance task needed.

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Table 2. Detailed for tree-related TMA work requests (2005 to 2009). Recreation and Park Department. San F

Requested Action	Reason for request										
	Hanger	Failure potential	Clearance	Dead	Failed tree	Failed branch	No reason	Brush	Thinning	Cleaning	Health
Clean-up	--	--	--	--	77	42	--	31	--	--	--
Inspection	--	53	--	--	--	--	--	--	--	--	6
Miscellaneous	--	--	--	--	--	--	2	--	--	--	--
Not tree related	--	--	--	--	--	--	--	--	--	--	--
Planting	--	--	--	--	--	--	--	--	--	--	--
Pruning	434	21	138	--	--	3	48	--	24	23	--
Removal	--	81	7	131	28	--	30	--	5	--	19
Staking	--	--	--	--	--	--	--	--	--	--	--
Total	**434**	**155**	**145**	**131**	**105**	**45**	**80**	**31**	**29**	**23**	**25**

Source: TMA work requests.

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Wood waste management
Activities of the Urban Forestry program generate significant amounts of green waste, in three general forms: logs, ground woody debris, and chips. Ground woody debris is separated into organic matter and chips. Logs and chips are off-hauled by a private contractor. The organic fraction is composted, then provided to gardening staff as a soil amendment. Department staff estimates that 50% of green waste is re-used by the Department.

Relationship with other Departments and Interest Groups
The Recreation and Park Department interacts with a number of other City Departments and Agencies with respect to tree management activities:

- **Department of Public Works** (DPW). The Department's Bureau of Urban Forestry "coordinates management of street trees and landscaped medians." The Bureau is also responsible for sidewalk repairs and installing curb ramps. Under the City's Public Works Code, the Bureau treats some trees within 10' of the street right-of-way as street trees. In addition, the Bureau maintains the list of designated Landmark trees.

- **Other Departments and Agencies,** such as the San Francisco Unified School District, may contract with RPD tree crews to provide tree care services. .

- **Parks Recreation and Open Space Advisory Council** (PROSAC). An advisory group composed of citizens appointed by the Mayor and Supervisors. Members from Supervisory Districts act as liaison to the Recreation and Parks Commission.

- **Neighborhood Parks Council**. A non-profit citizen's group representing the interests of park users. The Council's Mission statement is, "Neighborhood Parks Council (NPC) advocates for a superior, equitable and sustainable park and recreation system. NPC provides leadership and support to park users through community-driven stewardship, education, planning and research."

- **San Francisco Parks Trust**. A non-profit citizen's groups supporting Department programs. The Parks Trust is "dedicated to providing leadership and support for San Francisco parks, recreation centers, and open spaces" (from the Trust's website).

- **San Francisco Urban Forestry Council** (convened by the Department of the Environment) "advises city departments, including the Board of Supervisors and the mayor. Its tasks are to develop a comprehensive urban forest plan; educate the public; develop tree-care standards; identify funding needs, staffing needs, and opportunities for urban forest programs; secure adequate resources for urban forest programs; facilitate coordination of tree-management responsibilities among agencies; and report on the state of the urban forest" (from the Council's website). Membership includes representatives of the public and City Departments involved in tree and forest management.

- **Other interested groups affiliated with specific properties or tree-related environmental issues such as** Friends of Washington Square, the Audubon, and the Pioneer Park project.

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For this reason, we recommend that the Department aim for a work system where the tree crews devote 50% of their time each year to programmed care. This assumes no additional reductions in staff and the use of bond funds to supplement routine care. As a comparison, the Department of Public Works Bureau of Urban Forestry operates on a 60% program / 40% reactive basis.

Recommendations for Transitioning to Program Pruning

Transitioning from a reactive to program pruning operation will require a fair amount of planning and public outreach. Within the Department, planning needs to resolve how TMA and 311 requests will be managed as well as how routine tree care will be scheduled among the properties. Such planning will involve the gardening staff who are the primary requesters of tree work.

The following is a series of recommendations about the transition. It is likely that additional needs will arise as the program develops. I expect the planning portion will take 6 to 12 months.

1. Create a intradepartmental team of staff from Neighborhood Service Area and Forestry Staff charged with implementing programmed tree care. Establish a date for starting the new program, perhaps August 1, 2011.

2. Announce the plan to the department staff and major stakeholders including but not limited to, the Recreation and Parks Commission, PROSAC, Parks Trust, and the Neighborhood Parks Council.

3. Review of existing work orders. Evaluate those that are emergencies vs. routine pruning.

4. Clarify the responsibility for street and significant trees located on RPD properties. Traditionally, RPD has not maintained these trees. In recent years, however, it has become DPW practice to defer maintenance of these trees to RPD.

5. Develop a work list for park properties and/or facilities. Use existing work orders to set-up the first round of scheduled care. Where possible provide service to an geographic area on a rotating basis.

6. Evaluate equipment requirements based on projected work load. It may be possible to care for mini-parks and properties using a small truck and chipper. These are facilities with relatively small trees and limited space.

7. Review of current urban forestry practices and approaches to pruning and removal. Establish best management practices based on the industry's American National Standards Institute standards and the International Society of Arboriculture's Best Management Practices.

8. Develop expertise on tree support systems within the Urban Forestry staff. Use of cables, bracing and props should be limited to high-value specimen trees.

9. Evaluate and implement improvements to TMA to better define the nature and scope of requested work, improve location finding and prioritization. In addition, evaluate how tree care activities through Bond and Capital projects, as well as any tree care performed by outside contractors, become documented in TMA.

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Reactive vs. Programmed Tree Management

Tree management within the Recreation and Park Department is organized on a reactive basis. Gardeners and other Departmental staff use TMA to request tree care activities. The City's 311 system operates in a similar manner for the general public. At the current time, the Urban Forestry staff operates under a back-log of some 450 requests from Golden Gate Park, the Parks and Squares, and golf courses.

This style of tree management is known as reactive, in that the Department reacts to requests from others to provide tree care services. It is a common style of management.

An alternative approach is programmed tree care, where all of the trees under the Department's management are treated in a systematic manner. In the best situation, a programmed approach would inspect and provide needed treatment to every tree over a fixed period of time, known as the pruning or maintenance cycle.

Programmed tree care offers three significant advantages over reactive pruning. First, it uses resources more efficiently. Instead of moving from one job site to another, the tree crew can focus on a number of trees in one location. Second, programmed tree care puts the burden of inspection in the hands of professional arborists. Under the current, reactive system, gardeners, the public and others not trained in tree care, make the bulk of the requests. Third, every tree gets attention in a programmed system where reactive care targets only trees that come to someone's attention. This permits trees to receive routine care, addressing potential problems while they are still small.

Communities that have transitioned from reactive to programmed care have found they maintain more trees per year and address problems more systematically. The most well-documented example is Modesto CA which moved to a programmed approach to street tree management in the 1980s. The number of trees being pruned doubled the first year. In addition, trees were being pruned in a comprehensive manner rather than just in response to a specific request such as "remove low-hanging limbs."

The transition from reactive to programmed tree care is not without its challenges. The most important issue was deferring requests from elected officials and the public who were accustomed to a rapid response. Modesto found that extensive contact with the public was needed to introduce the change. Modesto California's outreach effort to move from reactive to programmed tree care focused on five points:

1. Programmed pruning was more efficient and productive.
2. Programmed pruning provided consistency in that all trees in the City would receive equal service.
3. Addressing trees in an area was beneficial to tree growth and development.
4. Programmed pruning reduced the City's liability while enhancing public safety.
5. Residents who wanted immediate service could apply for a permit and have the work performed by a commercial tree care company, at their own cost.

The Recreation and Park Department would like to transition from a request-driven, reactive program to a one that is driven by program requirements. It is unlikely that current staff levels can achieve a complete transition to programmed care. Work records indicate that the tree crews are able to treat (prune or remove) approximately 1250 trees a year. Using the 64,000 tree estimate for trees within City limits, the maintenance cycle would be over 50 years. This does not include either Sharp Park or Camp Mather. Including those sites in the programmed tree care would likely double the maintenance cycle.

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10. Determine the relationship between gardeners and reforestation crew in post-planting care, particularly watering, stake maintenance, and mulch. Consider use of volunteers in the reforestation program. Incorporate early structural pruning into programmed efforts.

11. Engage gardeners. Provide training in tree risk assessment with focus on the basics. Request their input on required tree care, particularly where recurring problems could be rectified by removal, redesign and replanting.

12. Develop best management practices for tree care and tree preservation for use on all Capital projects.

13. Engage Department staff and outside stakeholders for input on the change in tree care.

Use of Park Bond funds in meeting the transition goal
The main opportunity provided by the 2008 Clean and Safe Neighborhood Parks Bond Forestry program funds is to address trees with significant defects in structure. Once the abatement work is performed, the need for emergency tree care in the affected properties should decrease. For example, spending almost $2 million on tree risk abatement in Golden Gate Park should reduce the number of TMA requests for tree care. A secondary benefit of bond funds is the group of tree assessments provided by this funding. The assessments should be used to outline needed tree maintenance.

Tree Risk Management

The Recreation and Park Department has the responsibility to manage trees on its properties. The Department aims to balance the safety of park staff, users and visitors, the available resources to provide tree care, and the knowledge that trees fail. To meet this goal, the Department provides the following tree risk management guidelines:

- The Director of Operations and Urban Forest Manager are responsible for administering tree care activities and related risk assessment. The Urban Forester has overall responsibility for tree inspection and abatement procedures, as well as documenting those actions.

- The Department relies upon the Tree Risk Area Prioritization (next section) to identify those park facilities with the highest priority for assessment.

- The Department manages tree risk using the general procedures contained in *A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas* (N. Matheny & J. Clark. 1994 (2nd edition. International Society of Arboriculture. Champaign IL). This method employs a ranking scale with a range between 3 (low) and 12 (high).

- The Department employs a three-tiered inspection procedure.
  1. Gardeners and other gardening staff will receive training on identifying structural defects in trees.
  2. When a tree problem comes to the attention of Department staff, they use the TMA program to inform Urban Forestry staff and request action (e.g. abatement, further inspection). The Department's goal is to respond to requests for tree inspection within 2 business days.
  3. As funds permit, tree assessments will be performed in individual park properties. See following section.

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In addition, the Department plants trees with good structure and provides a program of early care in order to prevent serious structural defects from developing.

- The Urban Forestry staff is responsible for abating tree risk. The general guideline is that all trees receiving a risk ranking of 9 or greater will receive abatement treatment. The Department's goal is to abate trees with ratings of 11 or 12 within 7 days and trees rated 9 and 10 within 6 months.

- The Department normally provides a 30 day posting period for tree removals. Trees designated for abatement as part of tree risk management will not be posted.

- The Director of Operations and Urban Forestry staff will prepare an annual report on tree risk inspection and abatement for the SF Recreation and Parks Commission, describing the properties evaluated and the actions taken.

Tree Risk Area Prioritization

The Park Forestry program of the 2008 Clean & Safe Neighborhood Parks Bond is focused on "those sites that pose the greatest risk to public safety or property." In order identify such sites, HortScience, Inc. and Urban-Eyes Industries have worked with RPD staff to evaluate tree management information as well as consider the use and occupancy of individual park facilities.

The Recreation & Park Department (RPD) distinguishes between properties and facilities. Properties are the individual parks and squares. Facilities are specific use areas such as playfields, children's play areas, buildings and parking lots. A number of facilities may be present within an individual property. We suggest that facilities are more representative of variations in site use and occupancy than properties.

Our approach to prioritizing risk assessments, and the associated abatement, is founded in the basic aspects of tree hazard assessment: that it involves both a tree and the targets around it.

Tree-based criteria

The following criteria consider the characteristics of trees on RPD properties. Assumptions include the idea that current and near-term future tree management is expressed by analyzing the histories of care and tree failure. Although not all requests for tree work need be risk/hazard related, those requests do reflect some aspects of the demand for tree work.

1. **TMA requests**
   Requests for tree work from gardeners and other RPD staff are directed through the TMA program. Urban forestry staff uses these requests as the basis for much of their work. 1,330 TMA tree-related work orders from July 2005 through July 2009 were compiled by property.

2. **Legal claims**
   82 tree-related claims were submitted to the City and County of San Francisco during the period 1999 to 2009.

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3. **History of tree failure**
   The California Tree Failure Report Program (www.treefail.org) had 762 reports of tree failures in RPD properties over the period of 1992 to 2008.

4. **HortScience field scan of properties**
   HortScience staff performed a brief site assessment of properties and compiled information on previous assessments.

5. **Previous hazard assessments**
   In the period of 1983 – 1992, the RPD performed tree risk assessments in the parks and squares as well as in sections of Golden Gate Park. Results of the 100 assessments were compiled. The % of assessed trees rated as high hazard was calculated for each property.

6. **311 / ParkScan work requests**
   71 tree-related reports were made through the City's 311 phone line. The Neighborhood Parks Council ParkScan program provided 106 requests.

Facility based criteria

Among the Recreation and Park Department's 236 properties exists a wide range of facilities. Among the 56 different types of facilities are ball fields, trails, picnic areas, parking, interior roads and structures. Use and occupancy also varies widely among the Department's facilities. Soccer fields and tennis courts can be lighted to extend periods of play. Structures such as recreation centers and bathrooms have high occupancy but relatively moderate use. Parking lots may be occupied when the property is open but are likely to be used in good weather.

In addition to the above, park properties abut residential properties and city streets. Were a tree to fail from an RPD property onto a city street or private residence, the Department would have responsibility. For this reason, streets, parking and private property adjacent to park must also be considered facilities. We identified potential targets located on the perimeter of park properties including private parcels. Similarly, we identified all major streets (highways, freeways, and major streets) and other streets within 50' of RPD properties. We also identified Muni stops present within and immediately adjacent to RPD properties.

In order to evaluate the risk associated with each type of facility, we scored each facility on the following criteria:

1. **Hours of operation**
   Facilities open during daylight hours have lower occupancy than those that are open during the day and evening, and lower than those that are present 24 hours a day.

2. **Target: people or property?**
   Is the target most likely impacted by a tree failure a structure or a person? People inside a structure such as a bathroom or clubhouse have some measure of protection should a failure occur

3. **Activity**
   Is the activity associated with a facility stationary or moving? A park trail varies from a bathroom or roadway in this regard.

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4. **Seasonality**
   Facility use varies by season, largely due to variations in weather. Some facilities are likely to be seasonal in use while others have year-round activity.

5. **Is use primarily by children?**
   Professional risk managers acknowledge that risks associated with children have more emotional weight. They identify areas where children are likely to be present as more significant than others. For this reason, the presence of children was considered for each facility.

Facilities with the highest use and occupancy were located on the perimeter of parks (streets and private property) as well as within the parks (internal roads, day camps and parking lots). This is not surprising as streets are used 24 hours a day, in any season (use may actually be greater when weather is poor) while parks are closed during the evening and have less use during poor weather. Not only can a vehicle be hit by a falling tree, it may also run into a tree that has fallen across a road.

Ideas Guiding Implementation
We suggest the following consideration for implementing assessments and follow-up tree work:

1. **Properties with existing risk assessments should receive priority for abatement.** Sigmund Stern Grove and Pine Lake Park were assessed in 2003 but abatement has not been completed. Park Presidio Blvd. was assessed in 2008. While some work has occurred, abatement has not been completed on these two sites.

2. **Tree assessment and abatement will be linked to Neighborhood Park Bond capital projects.** Both assessment and abatement work will be performed using other funds for the Neighborhood Parks Program sites in the 2008 Clean and Safe Neighborhood Parks Bond Program. Examples of those projects include Mission Dolores Park and McCoppin Square.

3. **Where a park property is less than 15 acres in size, the entire property should be assessed and abated.**
   The vast majority of parks are small. About 90% are less than 15 acres in size. In order to make best use of resources, we recommend that all facilities in a park of 15 acres or less be assessed and abated. These properties are small enough to address at one time.

4. **Golden Gate Park is unique among RPD properties.**
   At 1032 acres, Golden Gate Park (GGP) is the largest of Department's properties, comprising over 30% of the area of the properties within the City limits. Golden Gate Park has very diverse use patterns encompassing 305 facilities. This is in contrast to the next largest property, John McLaren Park, which has 39 facilities. There are 448 street segments within and adjacent to Golden Gate Park, of which 142 are highways and major streets. Golden Gate Park hosts the largest number of events over 1,000 participants such as the Outside Lands Concert. In addition, Golden Gate Park is a significant destination offering the SF Botanical Garden, de Young Museum, California Academy of Sciences, and the Conservatory of Flowers.

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The tree maintenance needs at Golden Gate Park are also unique. Of the 1,330 requests for maintenance over the past 3 years, 465 (36%) have come from GGP). Of tree-based legal claims (1999 to 2008), 33 of 83 (40%) were associated with GGP. Golden Gate Park had 519 of the 738 (70%) tree failure reports (1991 to 2006) contained in the Calif. Tree Failure Report Program's database.

Tree Hazard Area Prioritization Ranking

Having assessed tree characteristics for each RPD property and the use and occupancy of each facility, we scored these two categories to arrive at a combination of tree and target. Results were sorted into three assessment priority groups (see attached table) based on overall score.

Priority Group 1. Eighteen (18) properties. Given the size of Golden Gate Park, we recommended dividing this into two, one consisting solely of Golden Gate Park and a second including the remaining 18 properties.

1a. GOLDEN GATE PARK	1031.90	All facilities.
1b. BUENA VISTA PARK	38.31	Park perimeter (streets & adj. private property).
CROCKER AMAZON	57.30	Park perimeter (streets).
GILMAN PLAYGROUND	4.53	Entire site.
GLEN PARK	77.94	Park perimeter (streets).
GOLDEN GATE HEIGHTS PARK	6.95	Entire site.
HOLLY PARK	8.15	Entire site.
JOHN MCLAREN PARK	312.54	Park perimeter (streets).
LINCOLN PARK	112.03	Park perimeter (streets).
MCCOPPIN SQUARE	7.99	Park perimeter (streets).
MISSION DOLORES PARK	15.94	Entire site (south complete).
MOUNTAIN LAKE PARK	13.35	Entire site.
MT DAVIDSON PARK	40.71	Park perimeter (streets).
PALACE OF FINE ARTS	19.37	Park perimeter (streets).
PARK PRESIDIO BLVD	20.38	Entire site (completed).
PARKSIDE SQUARE	8.86	Entire site.
PINE LAKE PARK	30.77	Review 2003 assessment & follow-up.
SIGMUND STERN GROVE	34.78	Review 2003 assessment & follow-up.

Priority Group 2. Forty-eight (48) properties.

Priority Group 3. One hundred sixty-three (163) properties.

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Implementation
Existing Assessments, Phase 1a (GGP) and Phase 1b (group 1): Budget $3.2M

- **Phase 1a**
  GOLDEN GATE PARK

- **Existing Assessments in Place**

PARK PRESIDIO BLVD.	Assessment is complete. Abatement is underway. Review needed for a contract to undertake tree pruning.
PINE LAKE & STERN GROVE	These facilities were assessed in 2003. Some abatement has been completed. Need to review the assessments and abatement that has occurred, then determine if additional assessment and abatement is needed.

- **Phase 1b (Group 1)**
  Among the properties in Priority Group 1b, we recommend they be assessed in the following order:

PARKSIDE SQUARE.	Problematic tree population.
MCCOPPIN SQUARE	Site was partially assessed as part of the Park Bond program.
MISSION DOLORES PARK	Site was partially assessed as part of the Park Bond program. Complete assessment of north side of property.
BUENA VISTA PARK	Next highest rank facility
LINCOLN PARK	Next highest rank facility
JOHN MCLAREN PARK	Next highest rank facility

Based on our initial estimates, the sites listed above, including Golden Gate Park, will cost approximately $3.2M to assess, abate and provide reforestation. The remaining sites listed below in Phase 1b are estimated to cost $800K. The assessments and abatement for these sites cannot begin until the bond contingency is released (anticipated with 3rd bond sale in Spring 2011).

- **Phase 1b (Group 2): Budget $800K**
  CROCKER AMAZON
  GILMAN PLAYGROUND
  GLEN PARK
  GOLDEN GATE HEIGHTS PARK
  HOLLY PARK
  MOUNTAIN LAKE PARK
  MT DAVIDSON PARK
  PALACE OF FINE ARTS

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- **Phase 2 (as budget allows):**
  Budget may allow for assessment, abatement, and reforestation of Phase 2 sites. This work would proceed in order of prioritization rank and the forestry team will update the commission on the plan to address these sites if funds remain.

Assessment Procedure
SF Recreation and Park Department staff and outside contractors will perform tree assessments. The minimum qualification shall be current status as either a Registered Consulting Arborist of the American Society of Consulting Arborist (ASCA) or an ISA Certified Arborist.

Trees will be inspected based on the priority rankings. Specific field procedures are found in Appendix D.

Risk Ranking System
Tree risk assessment is the systematic process of evaluating the potential for a tree or one of its parts to fail and, in so doing, injure people or damage property. All trees have the potential to fail. The degree of risk will vary with the size of the tree, type and location of the defect, tree species, and the nature of the target. Tree risk assessment involves three components:

1. a tree with the potential to fail,
2. an environment that may contribute to that failure, and
3. a person or object that would be injured or damaged (i.e. the target).

The Recreation and Park Department employs the general procedures contained in *A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas* (N. Matheny & J. Clark. 1994 (2nd edition. International Society of Arboriculture. Champaign IL). Tree risk is ranked through the following components:

- **Failure potential** (4 points) - identifies the most likely failure and rates the likelihood that the structural defect(s) will result in failure within (specify time period?). The part of the tree most likely to fail is assessed using the following scale:
  1 - low - defects are minor (e.g. dieback of twigs, small wounds with good woundwood development)
  2 - medium - defects are present and obvious (e.g. lean or bow that has developed over time, cavity encompassing 10-25% of the circumference of the stem, codominant stems without included bark)
  3 - high - compounding and/or significant defects present (e.g. severe lean, cavity encompassing 30-50% of the circumference of the stem, multiple pruning wounds with decay along a branch)
  4 - severe - defects are very severe (e.g. partial uprooting of leaning tree, decay conks along the main stem, cavity encompassing more than 50% of the stem)

- **Size of defective part** (4 points) - rates the size of the part most likely to fail. Larger parts present a greater potential for damage. Therefore, the size of the failure affects the potential for injury or damage. The scoring system is:
  1 - most likely failure less than 6" in diameter
  2 - most likely failure 6 - 18" in diameter
  3 - most likely failure 18 - 30" in diameter
  4 - most likely failure greater than 30" in diameter

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- **Target rating** (4 points) - rates the use and occupancy of the area that would be struck by the defective part. The following scoring is:
  1 - occasional use (e.g. lawn area)
  2 - intermittent use (e.g. sidewalk, benches)
  3 - frequent use (e.g. street parking, clubhouse)
  4 - constant use (e.g. children's play area, city streets).

  Target ratings for RPD facilities is found in Table 3.

Table 3. Recommended Target Ratings for Tree Risk Assessments. Recreation and Park Department. San Francisco CA.

Facility type	Target Rating
Adjacent non- RPD property parcel -- residence, building or other property	4
Building -- historic, day camp, clubhouse, activity center, stadium	4
Children's play area	4
Golf course -- clubhouse, maintenance facility	4
Highways & city streets	4
School yard	4
Adjacent parcel – yard	3
Building -- day camp, clubhouse, activity center	3
Golf course -- parking area	3
Golf course -- tee, green	3
Muni stop	3
Parking -- adjacent street	3
Parking – lot	3
Paved multi-use play area or, skatepark	3
Maintenance roads – RPD use only	3
Bench	2
Building -- bathroom, concession, fieldhouse, parking garage	2
Dog play area	2
Golf Course -- fairways, cart paths	2
Performance space	2
Picnic area	2
Sidewalk/designated trail	2
Sports field/facility	2
Golf Course -- rough, out of play	1
Lawn, garden, greenspace, landscape, hardscape	1
Marina	1
Natural Area	1
Trail, unpaved social	1
Water Body	1

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The points in each category are added to obtain the overall tree risk ranking, with 3 being the minimum and 12 being the maximum value.

Risk ranking = failure potential + size of defective part + target rating

Detailed descriptions of the method to be used in tree assessments are contained in *A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas* and *Trees and Development: A technical guide to the preservation of trees during land development*. See Appendix A for complete citations.

The goals of the assessment process are three-fold. The first is to identify trees posing the highest risk to park staff and users. The assessment procedure contains a tree risk ranking method to address this goal. The second goal is to establish a database of trees present in RPD properties. To that end, data collection should be standardized so that results within and among properties may be compared. Results from the assessments will be incorporated into the Department's geographic information system, allowing for more effective and efficient management in the future. Third, where assessments are associated with capital projects, the suitability of trees to be assets to the new project is evaluated. As a result, trees within and adjacent to the proposed project may be considered for removal, relocation and replacement.

Sustaining San Francisco's Parks

Sustainability represents providing for the needs of today without compromising the ability of future generations to meet their needs. For San Francisco's Recreation and Park Department properties, sustainability suggests that we act to ensure that assemblages of large trees and well-developed landscapes will be present in the future. Because large trees take so long to mature, it is incumbent upon the Department to have a strong program of reforestation with tall-growing, large canopy species.

There is, however, an inherent conflict between maintaining tree canopy today and providing for it in the future. Trees have finite life-spans. For example, the maximum life-span for Monterey pines is between 120 and 150 years. Most trees die before this time. This is particularly the case given the intensity of disease and insect problems associated with the species. The life-span of common landscape trees such as blackwood acacia (*Acacia melanoxylon*) and Victorian box (*Pittosporum undulatum*) is a few decades. In contrast, the life-span of blue gum, the most common eucalyptus species, is unknown.

Many of the pine, eucalyptus and cypress trees that form the vast bulk of the canopy in San Francisco's parks are mature in development, having been planted in the late 1800s and early 1900s. Smaller parks and squares that are more cultivated landscapes are more recent in origin but also contain mature plants.

Given its natural history, San Francisco cannot rely on a native tree resource to sustain the urban forest on park properties. Fundamentally, there is no native tree resource in the form of forest stands or preserves to build on. The number of tree species native to the city is small. And of that group, most are small to medium in stature. Many native species were associated with creeks and streams that have been removed. For all of the assets San Francisco possesses, a natural forest cover is not one of them.

The Department's Natural Areas program is its primary vehicle for conserving and restoring the native vegetation on park properties including trees. As the Program's management plan is implemented, there will be a 1:1 of trees removed to trees planted. As exotic trees are removed, native species will be installed.

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Planting and Reforestation

Outside of NAP-designated properties, sustaining the canopy in the City's parks will require extensive use of non-native species such as the eucalyptus, Monterey pine and Monterey cypress that dominate the canopy today. Rather than have most of the canopy-size trees be the same age, a reforestation program would aim for a diverse mix of ages and sizes. As mature trees are removed, established young trees will be present to take their place.

Between Golden Gate Park reforestation and the Natural Areas Program, large sections of the Department's properties are being addressed. There appear to be, however, gaps in other areas, notably the non-forested sections of Golden Gate Park, the Park and Squares and golf courses. In Parks and Squares, planting is not replacing removed trees. At golf courses, there has not been a planting program to speak of.

A number of properties have been assessed including Washington Square and Pioneer Parks. Two consistent themes emerge. The first is that mature trees dominant these facilities. The second theme is few young or semi-mature trees are present. It appears that reforestation occurs in pulses rather than continuously. A large group of trees are planted at one time. These mature together and are then removed and replaced at one time.

An alternative approach would involve removal and replacement on a regular basis, where mature trees are removed and new ones installed as individuals or small groups. Where space and light allow, it is possible to install "understudy" trees. To that end, when a large mature tree is removed, the replacement is well-established and growing. For example, the large mature Monterey cypress tree in front of McLaren Lodge is a valued specimen. Installing an understudy tree nearby would reduce the negative impact that will occur should the large tree die or fail.

There are several design considerations to enhancing reforestation planting in the non-forested areas of Golden Gate Park as well at the Parks and Squares. One is use of drought tolerant species. This is a group that will also be dominated by non-native species. A second consideration involves use of native species in the landscape at a scale smaller than canopy trees. There are a large number of shrub and ground-cover plants that are drought-tolerant. Creating small-scale landscapes in park properties using native plants seems to be a natural design opportunity. One of the benefits of increased use of natives is enhanced wildlife habitat, a topic that is discussed in the Significant Natural Areas Management Plan.

Finally, reforestation offers the opportunity for parks to develop their own personality, creating a unique landscape experience. The landscape at the Cayuga Playground, for example, presents a whimsical experience of sculpture combined with a wide-ranging palette of shrubs and herbaceous plants. Another example is Pioneer Park, where vistas of San Francisco Bay had been obscured by tall-growing trees. Selective removal of trees and replanting with low-growing shrubs and groundcovers will serve to maintain the vista into the future.

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Tree maintenance
As noted in a previous section, the current tree maintenance cycle for trees outside Natural Area Program is over 50 years (Table 4). This does not include either Sharp Park or Camp Mather. Although there are no national standards for a maintenance cycle for trees in parks, the current cycle length is beyond the life-span of many trees species.

What would be required to reduce the annual maintenance cycle to 10 years (Table 4)? At the current time, 4 FTE are assigned to manage the 27,000 trees in Golden Gate Park. They address an average of 471 trees per year. To reduce the maintenance cycle to 11.5 years would involve maintaining 2,700 trees per year. To do so would require a staff of 20 or more, dedicated directly to Golden Gate Park (Table 4).

A somewhat similar situation exists in the Parks, Squares and golf courses where a staff of 9 FTE maintains about 760 trees per year. A staff of 45 would be required to reduce the maintenance cycle to about 10 years (Table 4)

In order to reduce the tree maintenance cycle from the current 50 years to a more reasonable 10 years would require an increase in tree care staff from 13 FTE to more than 65 staff. This estimate is based on current production rates.

Table 4. Projected staffing requirements to reduce tree maintenance cycle to approximately 10 years. San Francisco Recreation and Park Department.

Area of responsibility	No. of trees (estimated)	Work force (FTE)	No. of Trees Maintained (annual)	Maintenance cycle (years)
Golden Gate Park	27,000	4	471	57
		8	942	28
		12	1413	19
		16	1884	14
		20	2355	11.5
Parks, Squares, City golf courses	40,000	9	762	53
		18	1524	26
		27	2286	17.5
		36	3048	13
		45	3810	10.5

Notes: Golden Gate Park estimated number of trees (27,000) from 1998 Master Plan.

Parks, Squares & City golf courses number of trees based on estimate of 67,000 in City parks minus 27,000 in Golden Gate Park.

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Opportunities to involve Stakeholders in Sustaining San Francisco's Parks
The Recreation and Park Department has an interested, diverse group of supportive stakeholders. There are several that this could be extended to tree management.

- **Partner with non-profit organizations on specific tree projects**
  The USDA Forest Service Urban and Community Forestry program provides grant funds to states for the purpose of enhancing urban and community forestry. In California, grant funds are administered by California ReLeaf (http://californiareleaf.org) under contract with CalFire. For the most part, only registered non-profit (501C3 status) are able to apply for funds. In San Francisco, Friends of the Urban Forest is such an organization and is a member of the ReLeaf Network of organizations. Groups such as the Parks Trust and Neighborhood Parks Council could acquire 501(c)3 status.

  Federal funds must be matched by the partner organization. This is often in the form of volunteer contribution. There are also several state-funded grant programs for urban forest projects. These have the same general requirements as the federal program.

  California ReLeaf's grants have traditionally focused on tree planting. Grants funds are used to acquire trees, which are planted by volunteers. CalFire has, however, encouraged and supported a diverse set of project areas including tree management planning.

- **Create a volunteer tree planting program**
  Given the nature of tree care and its requirements for technical skills, volunteers have not been integrated in routine maintenance operations such as tree removal and pruning. Using volunteers to support tree planting and early tree care has been successful. This is the model the Friends of the Urban Forest uses for its contract with the Department of Public Works to provide planting on city streets.

  While the Department has had strong record of reforestation, developing a volunteer program could extend existing resources. Volunteers could assist in initial clearing, planting, and early aftercare in the form of mulching, weeding and watering.

- **Expand the existing volunteer program**
  The Department uses volunteers in a variety of ways ranging from the Natural Areas Program to the National AIDS Memorial Grove. The Department could encourage participation for some aspects of tree maintenance (planting and early care).

Each of these options would require the Department to support volunteer coordination within the specific unit or park.

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Incorporating Tree Management Plans and Assessments into Urban Forestry Operations

In an effort to support the Recreation and Park Department, several organizations have prepared tree management plans and/or tree risk assessments for specific park properties. Included in this group are:

- Mountain Lake Park. 1980.
- Japanese Tea Garden. San Francisco Parks Trust. October 2006.
- Strybing Arboretum. April 2007.
- Washington Square Park. Friends of Washington Square. March 2008.
- Hayes Valley Playground. Trust for Public Land. October 2008.
- Boeddeker Park. Trust for Public Land. December 2008.
- Balboa Park. Trust for Public Land. December 2008.
- Pioneer Park. Pioneer Park Project. November 2008.
- Golden Gate Park Soccer Fields. City Fields Foundation. Under development.

Similar plans are also likely to be prepared for other properties.

In addition, the Department's Capital Projects Division has incorporated tree assessment into projects associated with the 2008 Park Bond. Tree assessments have been prepared for the following properties:

- Mission Dolores (part of site). December 2009 (draft).
- Sunset Recreation Center. December 2009 (draft).
- Mission Playground. February 2010.
- Fulton Playground. February 2010.
- West Sunset Playground (part of site). February 2010.
- Cayuga Playground. In preparation.
- Potrero Hill Recreation Center (part of site). In preparation.
- Palega Playground. In preparation.
- Interior Green Belt (proposed trails). In preparation.

At the current time, the Department lacks a process for incorporating results of these assessments into urban forestry operations. With the existing reactive program of tree care, a TMA request would be filed. Whether the request receives a response in the form of tree care service is entirely dependent upon the work load at the time the request was received and its perceived priority.

In order for outside assessments and plans to be integrated into urban forestry, the Department must first ensure that the content and scope of the report is appropriate, and that the information has been prepared by a qualified arborist. To that end, reports to be prepared by outside groups and associated with Capital projects should:

- Be prepared by an ASCA Registered Consulting Arborist or State of California Registered Professional Forester.
- Conform to the methodology established for tree assessments (previous section).
- Using proposed plans, evaluate and assess the impact of proposed construction projects including landscape renovation on existing trees.
- Provide recommendations for tree preservation, removal and relocation based on proposed project plans.

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- Summarize findings in the form of a report which would include the following sections:
  - **Introduction and Overview.** Background description of the site and proposed project. Contents of the report.
  - **Survey Methods.**
  - **Description of Trees.**
  - **Suitability for Preservation.**
  - **Assessment of Potential for Tree Relocation.**
  - **Tree Risk.**
  - **Evaluation of Impacts from the Proposed Project.**
  - **Recommendations for Preservation and Removal.**
  - **Tree Preservation Guidelines.**
  - **General Tree Management Recommendations.**

- Provide electronic copies of the Tree Location Map and Tree Survey Form. The tree survey form shall include: tree tag number, common name, trunk diameter, condition rating, suitability rating, comments, most likely failure, target that would be impacted, the risk rating (failure potential, size of part, target, sum) and abatement needs.

- Be submitted to the Department's Director of Operations for review by the Urban Forestry Manager and appropriate gardening staff. Feedback from the Department about the recommendations must be incorporated before the finalization and acceptance of the report. It should include an estimate of the cost to perform the recommended work.

- The Department should be prepared to make sample reports available to interested parties.

Upon acceptance of any report or plan by the Department, the Director of Operations shall request that the Urban Forestry Manager incorporate the findings into the unit's plan of programmed work.

Golf Courses

The Recreation and Park Department is responsible for tree maintenance at the Lincoln Park, Harding Park, Golden Gate Park and Sharp Park golf courses. In each case, a concessionaire manages operations at the course. When tree services are required, golf courses use TMA to request service. In the past three years, 31% of the trees removed by the Department and 23% of the trees pruned were located on golf courses. One tree crew is essentially devoted to golf courses on a full-time basis.

Mature trees, largely Monterey cypress, Monterey pine and eucalyptus, dominate all of the courses. Records indicate that little or no tree planting has occurred. Trees are being removed from golf courses at a rate of several hundred per year but are not being replaced. This is an unsustainable situation. Either an intensive program of tree planting needs to be implemented or the architecture of the course needs to be revised to reflect reduced tree canopy.

This situation is apparent at Sharp Park. The trees are entirely mature with no young trees developing as replacements. Numerous standing dead trees were present. Trees are planted in long rows along fairways. As individual trees die or fall, it exposes remaining trees to higher wind loads and increases the overall failure rate.

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There is a compelling need to upgrade tree maintenance operations at all of the golf courses, particularly Sharp Park. One option would be to place the burden of tree maintenance and replanting in the concessionaire's contract. An alternative would be to increase staffing in the urban forestry unit. Without any change in management, the urban forestry unit's resources will be stretched even further and the tree canopy at golf courses will continue to decline.

Summary and Recommendations

One unique aspect of the 2008 Clean and Safe Park Bond was unique was the inclusion of tree management activities. The Tree Risk Area Prioritization section of this report is directly derived from the Bond. The Park Forestry aspects of the Bond also raised a number of issues associated with the Department's tree care program. This plan has described the basic operation of the program including its current staffing, budget and operational activities.

In the broadest sense, the Recreation and Park Department's Urban Forestry program has two missions. The first is short-term: to ensure that trees located on park properties are healthy and in structurally sound condition. Urban Forestry meets this mission by pruning, tree removal and other tree maintenance activities. The second mission is long-term in nature: to plant trees which will be enjoyed by park users of the future. To that end, Urban Forestry plants trees.

It seems clear that the Urban Forestry program generally provides a minimal response to its first mission while falling short in the second. The program can hardly respond to requests for tree service. No programmed tree care occurs. The focus of pruning and removal is on the immediate and short-term, and lacks any long-term considerations. Unfortunately, staff can only problem-solve. There is little or no capacity to provide need tree maintenance.

Because San Francisco lacks a native tree resource, the only way to sustain tree canopy cover is through planting. The Urban Forestry program has been successful in one area: the reforestation of the Golden Gate Park forest areas. Despite continuing budget challenges, the reforestation efforts has successfully nurtured a new generation of tall-growing trees. This effort has gone largely unnoticed but should be considered the central success of the program

Planting at other locations of Golden Gate Park and in the Parks and Squares has been less successful. Over the past three years, new planting has not kept up with tree removal. Put another way, there may be fewer trees in these locations today than there were 3 years ago. The situation at the golf courses is even worse: no trees have been planted.

It is also clear that the Department cannot expect budget relief, let alone an increase. On the other hand, San Francisco voters have provided bond support for parks. It seems likely that they will do so in the future. For this reason, Urban Forestry must adapt to a two-tiered approach to tree management. The first level involves day-to-day operations of the existing staff. The second is the use of outside contractors supported by bond funding. The challenge is to meld the two approaches so that the Urban Forestry program's missions are supported.

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Based on my assessment of the Urban Forestry program, I recommend the following:

- **Develop better documentation of tree care activities.** It is critical that all tree maintenance operations find be documented in some way. A key challenge here is documenting the tree abatement work to be performed by outside contractors. Incorporating results of tree assessments and abatement actions, either associated with Park Bond funding, Capital projects or stakeholder groups, will require revision of the Department's work flow documentation procedures. Implementing this task will require additional staff time, both clerical and administrative.

- **Commit the Urban Forestry program to making the transition from reactive to programmed tree management.** Set a goal of 50% that tree care activity should be program based rather than simply reactive.

- **Commit Urban Forestry program to the industry's best standards and best management practices.** Replacing the "tree topper" position title with something more appropriate (e.g. arborist, tree climber) would be a first step.

- **Evaluate how changes to TMA can better support work and information flow related to Urban Forestry.** TMA should increase the effectiveness and efficiency of Urban Forestry activities. Doing so requires enhancing the existing system.

- **Expand reforestation efforts,** particularly in the non-forest areas of Golden Gate Park, the Parks and Squares, and the golf course. Simply put: too few trees are being installed in these locations. Because tree planting and early care are one of the most successful uses of volunteers, it may be possible to increase the number of trees planted and their early care without further burdening existing staff. Grant funds are available to non-profits groups to purchase trees. This area seems like a natural place for cooperation with outside groups that have non-profit status. Reforestation efforts must be in harmony with aspects of park use. For example, the Golden Gate Forest Management Plan (1980) was incorporated into the overall Master Plan for the Park (1998).

  This is not just an issue of inadequate labor to procure, install and maintain young trees. There is also an issue of leadership for reforestation. It appears that reforestation in Parks and Squares is supposed to be a cooperative effort between the gardening and reforestation staff. How this cooperation proceeds is not clear. There does not appear to be a documented process for installation. Further, the involvement of outside stakeholders in reforestation decisions has not been added to the reforestation process.

  Even with the use of volunteers, the Recreation and Park Department will have to provide staff time to organize and oversee volunteer planting programs. In addition, increasing reforestation will require the Department to resolve issues of design issues associated with plant selection, use of drought-tolerant species, coordination with capital improvement projects, and installation into existing landscapes.

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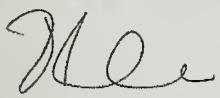
There is also a need for demonstration plantings as part of reforestation. No one knows where the Golden Gate Park forestation plots are. Some signage would help explain how reforestation process. The Panhandle was once a collection of a wide range of species, a design intent that has been lost as trees have been removed. Another demonstration could involve the use of varying size nursery stock to illustrate the performance of small material. It would not be inappropriate for parks and squares to incorporate small sections of native plants.

- **Develop a reforestation plan for golf courses**. The complete lack of planting suggests that the current expectations for play will change as trees are removed. Removing trees change the structure of a golf hole, and may adversely impact how it is played. In addition, removing trees increases the amount of wind on a course. For these reasons, reforestation on golf courses must respond to the design needs of the course.

  I recommend that a complete assessment of tree care needs be made at all golf courses but particularly at Sharp Park. Based on my observations, all of the trees at that facility are mature or overmature in development. No young trees were present. Numerous standing dead trees were evident. There is a great deal of deferred tree maintenance at Sharp Park's golf course, which only adds to the demand on the Department's Urban Forestry staff.

- **Continue to expand the palette of trees used in reforestation efforts.** Given the lack of native trees species, the Department's urban forest will continue to be dominated by planted, non-native species.

HortScience, Inc.



James R. Clark, Ph.D.
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Registered Consulting Arborist #357

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Appendices

A. Sources of Information and Project Outreach

B. Glossary

C. The Number of Trees on Recreation and Park Department Properties in San Francisco

D. Tree Risk Assessment Procedures

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Appendix A. Sources of Information and Project Outreach

Recreation and Park Department staff
Philip Ginsberg, General Manager
Dennis Kern, Director of Operations
Dawn Kamalanathan, Director of Park Planning
Katharine Petrucione, Director of Finance (?)
Kelly Cornell, Tree Topper II and Urban Forestry program manager
Karen Mauney-Brodek, Planner
Rick Thall, Planner
Sean Stasio, GIS Analyst
Lisa Wayne, Natural Areas Program Manager

Interest Groups
San Francisco Park and Recreation Open Space Advisory Committee
San Francisco Parks Trust
Neighborhood Parks Council
Friends of the Urban Forest

Individuals
Peter Ehrlich. The Presidio Trust. San Francisco CA
Greg Gaar. San Francisco CA.
Katherine Jones. University of California Cooperative Extension. Half Moon Bay CA.
Joe McBride. University of California. Berkeley CA.
Alicia Noyola. San Francisco CA.
Michael Sullivan. San Francisco CA.
David Nowak. USDA Forest Service. Syracuse NY.
Carla Short. Department of Public Works. San Francisco CA.
Jake Sigg. San Francisco CA.

Documents
California, State of. 1980. *Golden Gate Park Forest Management Plan.* The Resources Agency. Sacramento CA.

Gaar, G. and R. Miller. 2006. *San Francisco: A Natural History.* Arcadia Publishing. Charleston SC.

Howell, J., P. Raven and P. Rubtzoff. 1958. *A Flora of San Francisco California.* Univ. of San Francisco. San Francisco CA.

McBride, J. and D. Froehlich. 1984. Structure and condition of older stands in parks and open space areas of San Francisco CA. *Urban Ecology.* 8: 165 - 178.

Royston Hanamoto Alley & Abey. 1998. *Golden Gate Park Master Plan.* Mill Valley CA.
San Francisco, City of. 1997. *Recreation and Park Department Tree Removal Procedures.* Recreation and Park Department.

San Francisco, City of. 2006. Significant Natural Resource Areas. San Francisco Recreation and Park Department. San Francisco CA.

San Francisco, City of. 2007. 2008 Clean & Safe Neighborhood Parks Bond.

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San Francisco, City of. 2009. DRAFT Recreation & Open Space: An Element of the General Plan of the City and County of San Francisco. San Francisco Planning Department.

Resources

Matheny, N. and J. Clark. 1994. *A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas.* 2nd edition. Champaign IL. International Society of Arboriculture.

Matheny, N. and J. Clark. 1998. *Trees and Development: A technical guide to tree preservation during land development.* Champaign IL. International Society of Arboriculture.

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Appendix B. Glossary

Invasive	Non-native species likely to spread, disrupting and preventing reproduction of native plants.
Native	Plant present within the geographic limits of present-day San Francisco prior to the arrival of the Portola expedition in 1769. Based on Howell, Raven and Ruztboff, 1958.
Non-native	Plant not present within the geographic limits of present-day San Francisco prior to the arrival of the Portola expedition in 1769. Not mentioned in Howell, Raven and Ruztboff, 1958. Syn. exotic.
Stand	Group of trees similar in age, structure and composition. Syn. grove, woodland.
Sustainability	Meeting the needs of the present without compromising the ability of future generations to meet their own needs (US EPA).
Tree	Woody perennial usually having one dominant trunk and a mature height of 15 or greater
Urban forest	The naturally occurring and planted trees located within the geographic limits of the City and County of San Francisco.

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Appendix C. The Number of Trees on Recreation and Park Department Properties in San Francisco.

How many trees are located in the 3,415 acres of San Francisco's parks?

There is not a definitive answer. The 1998 Golden Gate Park Master Plan cited a 1993 tree count for Golden Gate Park: 27,192 trees. The 2008 Master Plan for the Significant Natural Areas (NAP) estimated that 64,000 trees were located on the 883 acres of Natural Areas in San Francisco. The Department is responsible for 2,532 acres of park property that are not included in the Natural Areas Program.

The following are three approaches to estimating the number of trees on RPD properties in San Francisco.

Golden Gate Park approach
Using the 1993 figure of 27,192 trees in Golden Gate Park's 1,032 acres yields an average of 26.4 trees/acre. There are 2,532 non-NAP acres in San Francisco (including Golden Gate Park). Applying the Golden Gate Park average to all non-NAP properties results in an estimate of 66,850 trees.

This approach yields a total of **130,850** trees on RPD properties in San Francisco (64,000 NAP plus 66,850 non-NAP).

UFORE approach
The 2005 UFORE analysis prepared by the USDA Forest Service calculated that open space areas in San Francisco had 37 trees/acre. Applying this figure to the 1,230 acres of parkland outside of NAP properties and not in Golden Gate Park results in an estimate of 45,500 trees.

This approach yields a total of **136,700** trees on RPD properties in San Francisco (64,000 NAP plus 27,200 in Golden Gate Park plus 45,500 in other RPD properties).

Stratified approach
HortScience, Inc. has surveyed trees on approximately 15 park properties. Results from these properties can be divided into parks, squares and playgrounds. I calculated the number of trees / acre for each, then applied those figures to the all non-NAP acreage outside of Golden Gate Park, yielding an estimate of 62,750 trees.

This approach yields a total of **126,750** trees on RPD properties in San Francisco (64,000 NAP plus 27,200 in Golden Gate Park plus 35,550 in other RPD properties).

Based on the above, the average number of trees outside of NAP areas is 67,000. When added to the estimate of 64,000 trees on NAP properties in San Francisco, this yields **131,000** trees for all RPD properties.

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Appendix D. Tree Risk Assessment Field Procedures

When planning the assessment, the inspector should review available information related to the property. Where possible, information on past tree failures (if any) should be reviewed. Other considerations include general features such as stand age, tree vigor, locations where water accumulates and the direction of prevailing strong winds.

The site examination must be performed in a systematic manner. Assessments will be based on RPD facilities and shall consider trees 6" or greater in diameter (measured 54" above grade). The tree risk ranking system will be applied to park facilities in order of priority. The procedure will be:

1. **Identify areas of assessment**
   The target area includes any trees that would strike the facility. Estimate the height of dominant trees around the targets to determine how far into the canopy to inspect; the height of the dominant trees is the distance back from the targets that must be examined. Note landmarks that will serve as boundaries of the inspection area.

2a. For parks and squares 15 acres or less in area, assess all trees, as follows:

a. Attach a numerically coded metal tag to the trunk. Place the tag on the north side of the tree, as high as possible.
b. Note tree number and location using GPS coordinates or other map.
c. Identify tree species.
d. Measure the diameter at 4.5' above mean natural grade. Adjust height of measurement to avoid deformations, swellings, branches, if necessary. For multiple-trunked trees branching below 4', measure each trunk. If the separation of trunks originates below the soil level and there is soil between them, tag and assess as separate trees.
e. Visually assess tree health and structural condition on a 0 to 5 scale where 0 = dead, 1 = very poor, 2 = poor, 3 = fair, 4 = good and 5 = excellent condition.
f. Assess the suitability for preservation of each tree within and immediately adjacent to facilities using a 3 level scale of poor, moderate and good.
g. Describe all significant tree defects, beginning at the base of the tree and working upwards. Identify major pest or disease problems that might influence tree vigor and development of hazards. Infestations of mistletoe, bark beetles or aphids have little effect on tree stability. The following pests may pose problems to structural stability:
h. Identify the defect(s) most likely to fail within the inspection period (four to five years)
i. Identify the target(s) the tree would hit if it failed.
j. Assess the failure potential: the likelihood that the defect(s) will result in failure (rated as 1 to 4 points).
k. Assess the size of the defective part most likely to fail and hit the target (rated as 1 to 4 points).
l. Assess the target that would be impacted should the failure occur, based on use and occupancy (rated as 1 to 4 points).
m. Calculate the risk rating as the Target Rating + Defect Rating + Size of defective part.
n. Identify treatments to abate the risk posed by the tree.

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2b. For parks and squares greater than 15 acres, assess trees as follows:
Visually assess the health and structural condition of each tree larger than 6" in diameter. If trees appear in good condition with only minor defects in structure, move to the next tree. For those trees that either are in poor, dead and dying condition or possess significant defects in structure:

a. Attach a numerically coded metal tag to the trunk. Place the tag on the north side of the tree, as high as possible.
b. Note tree number and location using GPS coordinates or other map.
c. Identify tree species.
d. Measure the diameter at 4.5' above mean natural grade. Adjust height of measurement to avoid deformations, swellings, branches, if necessary. For multiple-trunked trees branching below 4', measure each trunk. If the separation of trunks originates below the soil level and there is soil between them, tag and assess as separate trees.
e. Visually assess tree health and structural condition on a 0 to 5 scale where 0 = dead, 1 = very poor, 2 = poor, 3 = fair, 4 = good and 5 = excellent condition.
f. Assess the suitability for preservation of each within and immediately adjacent to areas proposed for development using a 3 level scale of poor, moderate and good.
g. Describe all significant tree defects, beginning at the base of the tree and working upwards. Identify major pest or disease problems that might influence tree vigor and development of hazards. Infestations of mistletoe, bark beetles or aphids have little effect on tree stability. The following pests may pose problems to structural stability:
h. Identify the defect(s) most likely to fail within the inspection period (four to five years)
i. Identify the target(s) the tree would hit if it failed.
j. Assess the failure potential: the likelihood that the defect(s) will result in failure (rated as 1 to 4 points).
k. Assess the size of the defective part most likely to fail and hit the target (rated as 1 to 4 points).
l. Assess the target that would be impacted should the failure occur, based on use and occupancy (rated as 1 to 4 points).
m. Calculate the risk rating as the Target Rating + Defect Rating + Size of defective part.
n. Identify treatments to abate the risk posed by the tree.

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2c. Trails in designated natural areas, assess trees as follows:
Visually assess the health and structural condition of each tree larger than 6" in diameter located within 50' on either side of the trail. For those trees that either are in poor, dead and dying condition or possess significant defects in structure that require removal:

a. Mark the trunk with identifying paint.
b. Identify the species and estimate the trunk diameter at a point 54" above grade.
c. Locate the tree's position on a map / GPS.
d. Summarize the results in the form of a tally sheet recording species, diameter class, abatement, and reason for abatement (e.g. tree dead, failing at base, excessive lean).
e. Provide a Microsoft Excel workbook file containing the information collected in the field.

Continue in a logical fashion, examining trees and assessing those with/without significant defects through the inspection area.

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Mayor

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Acting Director

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

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REGULAR MEETING
DRAFT MINUTES

Thursday, June 17, 2010, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Chris Buck (Chair), Maria D'Agostino, Naomi LeBeau, Terry Milne, Bonnie Ora Sherk

Order of Business

1. **Call to Order and Roll Call.** The Planning and Funding Committee convened at 4:17 p.m. Present: Chair Buck, Members D'Agostino and LeBeau; Excused: Members Milne and Sherk. Council Coordinator Hui and Council Member Hillson were present for this meeting.

2. **Approval of Minutes of the May 20, 2010 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: May 20, 2010 Meeting Draft and Approved Minutes) Upon Motion by Council Member LeBeau and second by Chair Buck, the May 20, 2010 Meeting Minutes were approved as written (AYES: Committee Members Buck, D'Agostino and LeBeau; Excused: Committee Members Milne and Sherk) (Discussion and Action)

3. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

Item 7 was heard before Items 4-6.

4. **Review of the San Francisco Recreation & Park Department Draft Forestry Management Plan.** Speaker: Karen Mauney Brodeck, Recreation and Park Department Planning. (Explanatory Document: Assessment of Urban Forestry Operations) (Presentation, Discussion and Possible Action)

   Mr. Jim Clark, HortScience, Recreation and Park Department's contractor who prepared an assessment of internal operations of the Recreation and Park Department's forestry programming and recommendations

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on how to improve these operations presented on the Plan (see explanatory document above). He explained that Recreation and Park Department's pruning cycles are currently 75-80% reactive and 20-25% planned maintenance operations. They want to move to a 50-50 program, since reducing the time between pruning cycles improves the health of a tree. Chair Buck and Member D'Agostino expressed support for the document. Ms. Mauney Brodeck stated that she was pleased to work with the Council on this project and get their feedback.

Chair Buck will be providing a report to the full Council at their June 22 meeting. Ms. Mauney Brodeck will be on hand to answer questions.

Public Comment: Ms. Nancy Wuerfel stated that she wants to see a unified urban forest plan for the City and an end to "turf wars." She also talked about the need for a City-wide definition of "tree."

5. **Review and Update the Annual Urban Forest Report Survey.** Members will review and update the Annual Urban Forest Report Survey. (Explanatory Document: Report Survey) (Discussion and Possible Action)

   The Committee moved the Annual Urban Forest Report Survey to the Council for discussion and approval at their June 22 meeting as written.

   The meeting adjourned during this agenda item due to a loss of quorum.

   Agenda Items 6, 8-10 were not heard due to a loss of quorum.

6. **Urban Forestry Council June 2 Strategic Planning Retreat Outcomes and Next Steps.** (Explanatory Document: June 2, 2010 Draft Minutes and Member D'Agostino's Retreat Notes) (Discussion and Possible Action)

Agenda Item 7 was heard before Agenda Items 4-6.

7. **Urban Forestry Council Budget Review and Planning.** The Committee will discuss the currently allocated budget for 2010-2011 and make recommendations to the full Council. Speaker: Shawn Rosenmoss, Manager of Grants and Fundraising. (Discussion and Possible Action.)

   Ms. Rosenmoss reported that funding may be available for projects, but coordination efforts are difficult to fund. The problem is that the Council isn't there to do projects such as actually planting trees themselves. It was stated that the Department of the Environment (Department) is seeking funding for the Council Coordinator position through grants for projects, but would not include funding for time working on the Council. Member D'Agostino stated that it is difficult to separate the Council Coordinator's work with the Council and general projects since the work the Council does generally supports these projects, and these projects support Council objectives. Chair Buck stated that since the Department actively sought the staffing role for the Council, the Department should work on securing the funding for this position. Ms. Rosenmoss explained that the Department was asked to take on this role and that it is doing its best to fund the position. She stated that grant awards for specific projects require that funding be allocated directly to the work that is being done, so the Department can not legally allocate funding from other income streams to Urban Forestry Council staffing.

Public Comment: Ms. Nancy Wuerful stated that the Department has $7 million in impound account funds, which it could reallocate for Urban Forestry Council work and could also seek long-term funding through this stream. Ms. Rosenmoss replied that impound funding is for waste or toxic abatement activities. Ms. Wuerfel stated that trees provide this type of work.

Discussion was tabled until after Agenda Item 4.

Agenda Items 8-10 were not heard due to a loss of quorum.

8. **Greening of Lots where Development is on Hold.** The Committee will discuss preparation of a Resolution making recommendations. (Continued from the May 20, 2010 Planning and Funding Committee Meeting and Urban Forestry Council May 28, 2010 Meeting) (Discussion and Possible Action) This agenda item was not discussed at this time due to a loss of quorum.

9. **New Business/Future Agenda Items.** (Discussion). This agenda item was not discussed at this time due to a loss of quorum.

10. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. This agenda item was not discussed at this time due to a loss of quorum.

11. **Adjournment.** The Policy Committee meeting adjourned at 6:00 p.m. due to a lack of quorum.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the attachments with each meeting minutes posted online https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee, or upon request to the Council Secretary at the address listed above, telephone number 415-355-3709, or via e-mail at **Monica.Fish@Sfgov.org.**

Respectfully submitted by,
Council Coordinator Mei Ling Hui and Monica Fish, Council Secretary
(Notes by Council Coordinator Mei Ling Hui)

Approved:

SF Environment
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GAVIN NEWSOM
Mayor

DAVID ASSMANN
Acting Director

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corrected

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
DRAFT MINUTES--CORRECTED

Thursday, June 17, 2010, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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COMMITTEE MEMBERS: Chris Buck (Chair), Maria D'Agostino, Naomi LeBeau, Terry Milne, Bonnie Ora Sherk

Order of Business

1. **Call to Order and Roll Call.** The Planning and Funding Committee convened at 4:17 p.m. Present: Chair Buck, Members D'Agostino and LeBeau; Excused: Members Milne and Sherk. Council Coordinator Hui and Council Member Hillson were present for this meeting.

2. **Approval of Minutes of the May 20, 2010 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: May 20, 2010 Meeting Draft and Approved Minutes) Upon Motion by Council Member LeBeau and second by Chair Buck, the May 20, 2010 Meeting Minutes were approved as written (AYES: Committee Members Buck, D'Agostino and LeBeau; Excused: Committee Members Milne and Sherk) (Discussion and Action)

3. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

Item 7 was heard before Items 4-6.

4. **Review of the San Francisco Recreation & Park Department Draft Forestry Management Plan**. Speaker: Karen Mauney Brodeck, Recreation and Park Department Planning. (Explanatory Document: Assessment of Urban Forestry Operations) (Presentation, Discussion and Possible Action)

   Mr. Jim Clark, HortScience, Recreation and Park Department's contractor who prepared an assessment of internal operations of the Recreation and Park Department's forestry programming and recommendations

on how to improve these operations presented on the Plan (see explanatory document above). He explained that Recreation and Park Department's pruning cycles are currently 75-80% reactive and 20-25% planned maintenance operations. They want to move to a 50-50 program, since reducing the time between pruning cycles improves the health of a tree. Chair Buck and Member D'Agostino expressed support for the document. Ms. Mauney Brodeck stated that she was pleased to work with the Council on this project and get their feedback.

Chair Buck will be providing a report to the full Council at their June 22 meeting. Ms. Mauney Brodeck will be on hand to answer questions.

Public Comment: Ms. Nancy Wuerfel stated that she wants to see a unified urban forest plan for the City and an end to "turf wars." She also talked about the need for a City-wide definition of "tree."

5. **Review and Update the Annual Urban Forest Report Survey.** Members will review and update the Annual Urban Forest Report Survey. (Explanatory Document: Report Survey) (Discussion and Possible Action)

   The Committee moved the Annual Urban Forest Report Survey to the Council for discussion and approval at their June 22 meeting as written.

   The meeting adjourned during this agenda item due to a loss of quorum.

   Agenda Items 6, 8-10 were not heard due to a loss of quorum.

6. **Urban Forestry Council June 2 Strategic Planning Retreat Outcomes and Next Steps.** (Explanatory Document: June 2, 2010 Draft Minutes and Member D'Agostino's Retreat Notes) (Discussion and Possible Action)

Agenda Item 7 was heard before Agenda Items 4-6.

7. **Urban Forestry Council Budget Review and Planning.** The Committee will discuss the currently allocated budget for 2010-2011 and make recommendations to the full Council. Speaker: Shawn Rosenmoss, Manager of Grants and Fundraising. (Discussion and Possible Action.)

   Ms. Rosenmoss reported that funders generally fund actual "projects" and coordination efforts and operating support are difficult to fund. In general Urban Forest funding that is available, is for tree planting. The problem is that the Council isn't there to do projects like actually planting trees themselves. The Department is seeking funding for the Council Coordinator position through grants for specific projects related to the urban forest, though these projects will fund time working on these projects and may not fund time working on the Council.

   Member D'Agostino stated that it is difficult to separate the Council Coordinator's work with the Council and general projects since the work the Council does generally supports these projects, and these projects support Council objectives. Chair Buck stated that since the Department actively sought the staffing role for the Council, the Department should work on securing the funding for this position and implied that perhaps it was a matter of priorities within the Department, since the Department could just allocate funding for the Council Coordinator position. Ms. Rosenmoss stated that one strategy is to tie urban forest issues to

broader issues such as climate change, reducing runoff, etc and try to fund through those channels. Member D'Agostino replied that the Council might not get the money.

Ms. Rosenmoss said that she had been working for the Department years ago when the Council was created and the Department had not actually advocated to be the coordinating entity but had been asked to oversee the Urban Forestry Coordinator role. She explained that the department could not just allocate funds to the position since all of its funding is for very specific activities and projects. It was generally discussed that the Department had other income than the methods which currently funds Council activities. Ms. Rosenmoss replied that the Department is off the general fund, meaning it does not receive money from taxes. She reported that when the position was created it had been funded by the departments involved in forestry work, and that perhaps Council Members from those various departments could advocate within their departments to re-instate Urban Forestry funding. Grant funding legally requires that the work the grant pays to have done is the work that's done with that money, such as energy efficiency, zero waste, or renewable energy, so the Department can not legally allocate funding from other income streams to Urban Forestry Council staffing.

Public Comment: Ms. Nancy Wuerful stated that the Department has $7 million in impound account funds, which it could reallocate for Urban Forestry Council work and could also seek long-term funding through this stream. Ms. Rosenmoss replied that that impound-funding is for zero waste or toxic abatement activities to keep toxics out of landfill. Ms. Wuerfel responded that some of the impound-funding had currently been allocated for climate work. Ms. Rosenmoss responded that made sense because waste is a contributor to global warming, methane from landfill is a green house gas, and our zero waste work is tied to mitigating methane. Ms. Wuerfel stated that trees do this work. Ms. Rosenmoss responded that trees do help mitigate climate change but are not directly related to Zero Waste and the Impound Account funds.

Discussion was tabled until after Agenda Item 4.

Agenda Items 8-10 were not heard due to a loss of quorum.

8. **Greening of Lots where Development is on Hold.** The Committee will discuss preparation of a Resolution making recommendations. (Continued from the May 20, 2010 Planning and Funding Committee Meeting and Urban Forestry Council May 28, 2010 Meeting) (Discussion and Possible Action) This agenda item was not discussed at this time due to a loss of quorum.

9. **New Business/Future Agenda Items.** (Discussion). This agenda item was not discussed at this time due to a loss of quorum.

10. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. This agenda item was not discussed at this time due to a loss of quorum.

11. **Adjournment.** The Policy Committee meeting adjourned at 6:00 p.m. due to a lack of quorum.

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committee, or upon request to the Council Secretary at the address listed above, telephone number 415-355-3709, or via e-mail at **Monica.Fish@Sfgov.org**.

Respectfully submitted by,
Council Coordinator Mei Ling Hui and Monica Fish, Council Secretary
(Notes by Council Coordinator Mei Ling Hui)

Approved:

SF Environment
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GAVIN NEWSOM
Mayor

DAVID ASSMANN
Acting Director

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approved

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
APPROVED MINUTES

Thursday, June 17, 2010, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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COMMITTEE MEMBERS: Chris Buck (Chair), Maria D'Agostino, Naomi LeBeau, Terry Milne, Bonnie Ora Sherk

Order of Business

1. **Call to Order and Roll Call.** The Planning and Funding Committee convened at 4:17 p.m. Present: Chair Buck, Members D'Agostino and LeBeau; Excused: Members Milne and Sherk. Council Coordinator Hui and Council Member Hillson were present for this meeting.
2. **Approval of Minutes of the May 20, 2010 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: May 20, 2010 Meeting Draft and Approved Minutes) Upon Motion by Council Member LeBeau and second by Chair Buck, the May 20, 2010 Meeting Minutes were approved as written (AYES: Committee Members Buck, D'Agostino and LeBeau; Excused: Committee Members Milne and Sherk) (Discussion and Action)

3. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

Item 7 was heard before Items 4-6.

4. **Review of the San Francisco Recreation & Park Department Draft Forestry Management Plan**. Speaker: Karen Mauney Brodeck, Recreation and Park Department Planning. (Explanatory Document: Assessment of Urban Forestry Operations) (Presentation, Discussion and Possible Action)

   Mr. Jim Clark, HortScience, Recreation and Park Department's contractor who prepared an assessment of internal operations of the Recreation and Park Department's forestry programming and recommendations on how to improve these operations presented on the Plan (see explanatory document above). He

explained that Recreation and Park Department's pruning cycles are currently 75-80% reactive and 20-25% planned maintenance operations. They want to move to a 50-50 program, since reducing the time between pruning cycles improves the health of a tree. Chair Buck and Member D'Agostino expressed support for the document. Ms. Mauney Brodeck stated that she was pleased to work with the Council on this project and get their feedback. Chair Buck will be providing a report to the full Council at their June 22 meeting. Ms. Mauney Brodeck will be on hand to answer questions.

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5. **Review and Update the Annual Urban Forest Report Survey.** Members will review and update the Annual Urban Forest Report Survey. (Explanatory Document: Report Survey) (Discussion and Possible Action)

The Committee moved the Annual Urban Forest Report Survey to the Council for discussion and approval at their June 22 meeting as written.

The meeting adjourned during this agenda item due to a loss of quorum.

Agenda Items 6, 8-10 were not heard due to a loss of quorum.

6. **Urban Forestry Council June 2 Strategic Planning Retreat Outcomes and Next Steps.** (Explanatory Document: June 2, 2010 Draft Minutes and Member D'Agostino's Retreat Notes) (Discussion and Possible Action)

Agenda Item 7 was heard before Agenda Items 4-6.

7. **Urban Forestry Council Budget Review and Planning.** The Committee will discuss the currently allocated budget for 2010-2011 and make recommendations to the full Council. Speaker: Shawn Rosenmoss, Manager of Grants and Fundraising. (Discussion and Possible Action.)

Ms. Rosenmoss reported that funders generally fund actual "projects" and coordination efforts and operating support are difficult to fund. In general Urban Forest funding that is available, is for tree planting. The problem is that the Council isn't there to do projects like actually planting trees themselves. The Department is seeking funding for the Council Coordinator position through grants for specific projects related to the urban forest, though these projects will fund time working on these projects and may not fund time working on the Council.

Member D'Agostino stated that it is difficult to separate the Council Coordinator's work with the Council and general projects since the work the Council does generally supports these projects, and these projects support Council objectives. Chair Buck stated that since the Department actively sought the staffing role for the Council, the Department should work on securing the funding for this position and implied that perhaps it was a matter of priorities within the Department, since the Department could just allocate funding for the Council Coordinator position. Ms. Rosenmoss stated that one strategy is to tie urban forest issues to broader issues such as climate change, reducing runoff, etc and try to fund through those channels. Member D'Agostino replied that the Council might not get the money.
Ms. Rosenmoss said that she had been working for the Department years ago when the Council was created and the Department had not actually advocated to be the coordinating entity but had been asked to oversee the Urban Forestry Coordinator role. She explained that the department could not just allocate

funds to the position since all of its funding is for very specific activities and projects. It was generally discussed that the Department had other income than the methods which currently funds Council activities. Ms. Rosenmoss replied that the Department is off the general fund, meaning it does not receive money from taxes. She reported that when the position was created it had been funded by the departments involved in forestry work, and that perhaps Council Members from those various departments could advocate within their departments to re-instate Urban Forestry funding. Grant funding legally requires that the work the grant pays to have done is the work that's done with that money, such as energy efficiency, zero waste, or renewable energy, so the Department can not legally allocate funding from other income streams to Urban Forestry Council staffing.

Public Comment: Ms. Nancy Wuerful stated that the Department has $7 million in impound account funds, which it could reallocate for Urban Forestry Council work and could also seek long-term funding through this stream. Ms. Rosenmoss replied that that impound-funding is for zero waste or toxic abatement activities to keep toxics out of landfill. Ms. Wuerfel responded that some of the impound-funding had currently been allocated for climate work. Ms. Rosenmoss responded that made sense because waste is a contributor to global warming, methane from landfill is a green house gas, and our zero waste work is tied to mitigating methane. Ms. Wuerfel stated that trees do this work. Ms. Rosenmoss responded that trees do help mitigate climate change but are not directly related to Zero Waste and the Impound Account funds.

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9. **New Business/Future Agenda Items.** (Discussion). This agenda item was not discussed at this time due to a loss of quorum.

10. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. This agenda item was not discussed at this time due to a loss of quorum.

11. **Adjournment.** The Policy Committee meeting adjourned at 6:00 p.m. due to a lack of quorum.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the attachments with each meeting minutes posted online https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee, or upon request to the Council Secretary at the address listed above, telephone number 415-355-3709, or via e-mail at **Monica.Fish@Sfgov.org**.

Respectfully submitted by,
Council Coordinator Mei Ling Hui and Monica Fish, Council Secretary
(Notes by Council Coordinator Mei Ling Hui)

Approved: July 15, 2010

SF Environment
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GAVIN NEWSOM
Mayor

DAVID ASSMANN
Acting Director

City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

Regular Meeting Notice and Agenda
Thursday, July 15, 2010, 4:15 P.M.
City Hall, Room 421
One Dr. Carlton B. Goodlett Place,
San Francisco, CA 94102

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Committee Members: Chris Buck (Chair); Maria D'Agostino, Terry Milne, Bonnie Ora Sherk.

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the June 17, 2010 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: June 17, 2010 Meeting Draft Minutes) (Discussion and Action)
3. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Review and Update the Annual Urban Forest Report Survey.** Members will review and update the Annual Urban Forest Report Survey for recommendation to the Urban Forestry Council. (Continued from the June 17, 2010 Meeting) (Explanatory Document: Report Survey) (Discussion and Action)
5. **Urban Forestry Council June 2 Strategic Planning Retreat Outcomes and Next Steps.** Members will review outcomes and may make recommendations to the Urban Forestry Council on next steps. (Continued from the June 17, 2010 Meeting) (Explanatory Document: June 2, 2010 Approved Minutes and Member D'Agostino's Retreat Notes) (Discussion and Possible Action)
6. **Urban Forestry Council Budget Review and Planning for Fiscal Year 2010-11.** The Committee will discuss the currently allocated budget for 2010-2011 and may make recommendations to the full Council. (Continued from the June 17, 2010 Meeting) (Discussion and Possible Action)
7. **Planning and Funding Committee Meeting Time and Location.** The Committee will discuss alternate meeting times and locations. (Discussion and Possible Action)
8. **New Business/Future Agenda Items.** (Discussion).
9. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
10. **Adjournment.**

Department of the Environment, City and County of San Francisco
11 Grove Street, San Francisco, CA 94102
Telephone: (415) 355-3700 • Fax: (415) 554-6393
Email: environment@sfgov.org • www.sfenvironment.org

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Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agendized item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council Planning and Funding Committee meetings will be held at City Hall, Room 421, One Dr. Carlton B. Goodlett Place, San Francisco, CA. City Hall meeting rooms are wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) or at the Planning and Funding Committee's meeting website **https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee** with each agenda or meeting minutes, (3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Planning and Funding Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the meeting website as links to the agenda or meeting minutes.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Posted: July 12, 2010

SF Environment

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GAVIN NEWSOM
Mayor

DAVID ASSMANN
Acting Director

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

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REGULAR MEETING
DRAFT MINUTES

Thursday, July 15, 2010, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Chris Buck (Chair), Maria D'Agostino, Naomi LeBeau, Terry Milne, Bonnie Ora Sherk

Order of Business

1. **Call to Order and Roll Call.** The Planning and Funding Committee convened at 4:38 p.m. Present: Chair Buck, Members D'Agostino and Sherk; Excused: Members LeBeau and Milne. Council Coordinator Hui was present for this meeting. Council Coordinator Hui reported that Committee Member LeBeau is still an active member for this meeting and that her resignation effective date is after the July 23 Council meeting.

2. **Approval of Minutes of the June 17, 2010 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: June 17, 2010 Meeting Draft and Approved Minutes) (Discussion and Action) Upon Motion by Member D'Agostino and second by Chair Buck, the June 17, 2010 Draft Minutes were approved without objection (AYES: Chair Buck, Members D'Agostino and Sherk; Absent: Members LeBeau and Milne).

3. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

4. **Review and Update the Annual Urban Forest Report Survey.** Members will review and update the Annual Urban Forest Report Survey for recommendation to the Urban Forestry Council. (Continued from the June 17, 2010 Meeting) (Explanatory Document: Report Survey) (Discussion and Action)

   Committee Member D'Agostino reported that she and Council Members Costello and Vargas reviewed previous responses to the Annual Report Survey and identified the key elements that they thought should be incorporated. Committee members discussed conducting the survey through a recorded telephone or

in-person interview instead of by mail or online. A suggestion was made for the Council Coordinator to draft a letter to the Board of Supervisors explaining the delay in issuing the report since it is due annually in September. The letter would be approved by the full Council as part of the agenda item to approve the survey.

The Planning and Funding Committee would discuss Survey revisions at their August 19 meeting and submit a first draft for the Council's consideration at their August 24 meeting. Council Coordinator Hui stated that she would bring an updated list of survey contacts to the next Planning and Funding Committee meeting and would meet with Members D'Agostino, Vargas, and Costello to discuss survey questions and interview-training protocols.

Item 7 was heard before Items 5-6. .

5. **Urban Forestry Council June 2 Strategic Planning Retreat Outcomes and Next Steps.** Members will review outcomes and may make recommendations to the Urban Forestry Council on next steps. (Continued from the June 17, 2010 Meeting) (Explanatory Document: June 2, 2010 Approved Minutes and Member D'Agostino's Retreat Notes) (Discussion and Possible Action)

   Committee Member D'Agostino requested that Committee Members prior to the next Planning and Funding Committee meeting on August 19 review the strategic planning explanatory document she would be issuing from her discussion with Council Member Hillan. Committee Chair Buck suggested that the Council work on influencing the completion of the Urban Forest Master Plan and then identify short-term achievable goals to focus on. He suggested that a discussion also be held on identifying ways to achieve future steps. Member D'Agostino reported on elements of her discussion with Council Member Hillan that include (1) focusing on establishing more credibility with key decision makers and their constituents; (2) how to approach obstacles to success and increase visibility by educating the public and activating/empowering citizen groups; and (3) landmark tree nominations in every district/best tree awards. This agenda item was continued to the August 19 meeting.

6. **Urban Forestry Council Budget Review and Planning for Fiscal Year 2010-11.** The Committee will discuss the currently allocated budget for 2010-2011 and may make recommendations to the full Council. (Continued from the June 17, 2010 Meeting) (Discussion and Possible Action)

   Committee Member D'Agostino requested that consideration be given to holding fewer meetings as a way to save staff time. This agenda item was continued to the August 19, 2010 Planning and Funding Committee meeting.

7. **Planning and Funding Committee Meeting Time and Location.** The Committee will discuss alternate meeting times and locations. (Discussion and Possible Action)

   Committee Chair Buck discussed increasing the efficiency of the Committee by extending the meeting time to three hours once a month instead of the current 1 ½ hour meeting time. Committee Member D'Agostino noted that the Committee has in the past completed their business under the scheduled time allotment and suggested that Committee Members ensure they arrive to the meeting on time and thoroughly review explanatory documents before the meeting in order to save time and increase comprehension of the item being discussed. Council Coordinator Hui suggested that explanatory documents can be made available three days before the meeting when the agendas are posted to make sure that members have adequate time for review, and that larger reports could be sent out earlier if the Council members provide documents

or requests for documents beforehand. She explained that if additional meeting time was needed, meetings could also be held at alternate locations such as the Department of the Environment Eco-Center. The Committee would monitor the need for an increased meeting time and make suggestions as applicable.

8. **New Business/Future Agenda Items.** (Discussion). This agenda item was not discussed at this time.

9. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

10. **Adjournment.** The Planning and Funding Committee meeting adjourned at 5:59 p.m.

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Respectfully submitted by,

Monica Fish, Council Secretary

Approved:

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GAVIN NEWSOM
Mayor

MELANIE NUTTER
Director

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approved

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
APPROVED MINUTES

Thursday, July 15, 2010, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Chris Buck (Chair), Maria D'Agostino, Naomi LeBeau, Terry Milne, Bonnie Ora Sherk

Order of Business

1. **Call to Order and Roll Call.** The Planning and Funding Committee convened at 4:38 p.m. Present: Chair Buck, Members D'Agostino and Sherk; Excused: Members LeBeau and Milne. Council Coordinator Hui was present for this meeting. Council Coordinator Hui reported that Committee Member LeBeau is still an active member for this meeting and that her resignation effective date is after the July 23 Council meeting.

2. **Approval of Minutes of the June 17, 2010 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: June 17, 2010 Meeting Draft and Approved Minutes) (Discussion and Action) Upon Motion by Member D'Agostino and second by Chair Buck, the June 17, 2010 Draft Minutes were approved without objection (AYES: Chair Buck, Members D'Agostino and Sherk; Absent: Members LeBeau and Milne).

3. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

4. **Review and Update the Annual Urban Forest Report Survey.** Members will review and update the Annual Urban Forest Report Survey for recommendation to the Urban Forestry Council. (Continued from the June 17, 2010 Meeting) (Explanatory Document: Report Survey) (Discussion and Action)

   Committee Member D'Agostino reported that she and Council Members Costello and Vargas reviewed previous responses to the Annual Report Survey and identified the key elements that they thought should be incorporated. Committee members discussed conducting the survey through a recorded telephone or in-person interview instead of by mail or online. A suggestion was made for the Council Coordinator to draft a letter to the Board of Supervisors explaining the delay in issuing the report since it is due annually in

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September. The letter would be approved by the full Council as part of the agenda item to approve the survey.

The Planning and Funding Committee would discuss Survey revisions at their August 19 meeting and submit a first draft for the Council's consideration at their August 24 meeting. Council Coordinator Hui stated that she would bring an updated list of survey contacts to the next Planning and Funding Committee meeting and would meet with Members D'Agostino, Vargas, and Costello to discuss survey questions and interview-training protocols.

Item 7 was heard before Items 5-6. .

5. **Urban Forestry Council June 2 Strategic Planning Retreat Outcomes and Next Steps.** Members will review outcomes and may make recommendations to the Urban Forestry Council on next steps. (Continued from the June 17, 2010 Meeting) (Explanatory Document: June 2, 2010 Approved Minutes and Member D'Agostino's Retreat Notes) (Discussion and Possible Action)

   Committee Member D'Agostino requested that Committee Members prior to the next Planning and Funding Committee meeting on August 19 review the strategic planning explanatory document she would be issuing from her discussion with Council Member Hillan. Committee Chair Buck suggested that the Council work on influencing the completion of the Urban Forest Master Plan and then identify short-term achievable goals to focus on. He suggested that a discussion also be held on identifying ways to achieve future steps. Member D'Agostino reported on elements of her discussion with Council Member Hillan that include (1) focusing on establishing more credibility with key decision makers and their constituents; (2) how to approach obstacles to success and increase visibility by educating the public and activating/empowering citizen groups; and (3) landmark tree nominations in every district/best tree awards. This agenda item was continued to the August 19 meeting.

6. **Urban Forestry Council Budget Review and Planning for Fiscal Year 2010-11.** The Committee will discuss the currently allocated budget for 2010-2011 and may make recommendations to the full Council. (Continued from the June 17, 2010 Meeting) (Discussion and Possible Action)

   Committee Member D'Agostino requested that consideration be given to holding fewer meetings as a way to save staff time. This agenda item was continued to the August 19, 2010 Planning and Funding Committee meeting.

7. **Planning and Funding Committee Meeting Time and Location.** The Committee will discuss alternate meeting times and locations. (Discussion and Possible Action)

   Committee Chair Buck discussed increasing the efficiency of the Committee by extending the meeting time to three hours once a month instead of the current 1 ½ hour meeting time. Committee Member D'Agostino noted that the Committee has in the past completed their business under the scheduled time allotment and suggested that Committee Members ensure they arrive to the meeting on time and thoroughly review explanatory documents before the meeting in order to save time and increase comprehension of the item being discussed. Council Coordinator Hui suggested that explanatory documents can be made available three days before the meeting when the agendas are posted to make sure that members have adequate time for review, and that larger reports could be sent out earlier if the Council members provide documents or requests for documents beforehand. She explained that if additional meeting time was needed,

meetings could also be held at alternate locations such as the Department of the Environment Eco-Center. The Committee would monitor the need for an increased meeting time and make suggestions as applicable.

8. **New Business/Future Agenda Items.** (Discussion). This agenda item was not discussed at this time.

9. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

10. **Adjournment.** The Planning and Funding Committee meeting adjourned at 5:59 p.m.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the attachments with each meeting minutes posted online https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee, or upon request to the Council Secretary at the address listed above, telephone number 415-355-3709, or via e-mail at **Monica.Fish@Sfgov.org**.

Respectfully submitted by,

Monica Fish, Council Secretary

Approved: September 16, 2010

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GAVIN NEWSOM
Mayor

DAVID ASSMANN
Acting Director

SAN FRANCISCO
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

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CANCELLED MEETING NOTICE
THURSDAY, AUGUST 19, 2010, 4:15 P.M.
ROOM 421, CITY HALL
ONE DR. CARLTON B. GOODLETT JR. PLACE
SAN FRANCISCO, CA 94102

The Urban Forestry Council Planning and Funding Committee's Regular Meeting of Thursday, August 19, 2010 at 4:15 p.m. has been **CANCELLED** due to a lack of quorum. The next regular meeting is scheduled for **Thursday, September 16, 2010 at 4:15 p.m.** and will be held **at City Hall, Room 421**, One Dr. Carlton B. Goodlett Jr. Place, San Francisco, CA 94102. An agenda will be prepared and distributed at least 72 hours prior to the next scheduled meeting. For additional information or to be placed on the agenda mailing list, please contact Monica Fish, Commission Secretary, at (415) 355-3709, by email Monica.Fish@sfgov.org or Mei Ling Hui, Urban Forestry Council Coordinator at (415) 355-3731, by email at MeiLing.Hui@sfgov.org. Agendas may also be accessed on the Urban Forestry Council's website https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee.

Posted: August 9, 2010

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GAVIN NEWSOM
Mayor

MELANIE NUTTER
Director

City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

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Regular Meeting Notice and Agenda
Thursday, September 16, 2010, 4:15 P.M.
City Hall, Room 421
One Dr. Carlton B. Goodlett Place,
San Francisco, CA 94102

Committee Members: Chris Buck (Chair); Maria D'Agostino, Terry Milne, Bonnie Ora Sherk.

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the July 15, 2010 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: July 15, 2010 Meeting Draft Minutes) (Discussion and Action)
3. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Planning and Funding Committee Meeting Time and Location.** The Committee will discuss alternate meeting times and locations. (Continued from the July 15, 2010 Meeting) (Discussion and Possible Action)
5. **Urban Forestry Council June 2 Strategic Planning Retreat Outcomes and Next Steps.** Members will review outcomes and may make recommendations to the Urban Forestry Council on next steps. (Continued from the July 15, 2010 Meeting) (Discussion and Possible Action)
6. **Urban Forestry Council Budget Review and Planning for Fiscal Year 2010-11.** The Committee will discuss the currently allocated budget for 2010-2011 and may make recommendations to the full Council. (Continued from the July 15, 2010 Meeting) (Discussion and Possible Action)
7. **Urban Forestry Council Meeting Schedule.** The Committee will discuss and may make recommendations to the Council about its current meeting schedule. (Discussion and Possible Action)
8. **Annual Urban Forest Report.** Staff will provide status updates on this year's report including outreach performed, response to the survey, and survey changes. (Discussion)
9. **Urban Forestry Council Appointments.** The Committee will discuss outreach programming for open Council seats. (Discussion)
10. **New Business/Future Agenda Items.** (Discussion)
11. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
12. **Adjournment.**

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The next Planning and Funding Committee meeting is scheduled for Thursday, October 21, 2010 at 4:15 p.m., City Hall, Room 421.

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

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Disability Access

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Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

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Other Important Information

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Posted: September 9, 2010

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Mayor

MELANIE NUTTER
Director

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

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REGULAR MEETING
APPROVED MINUTES

Thursday, September 16, 2010, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Chris Buck (Chair), Maria D'Agostino, Terry Milne, Bonnie Ora Sherk

Order of Business

1. **Call to Order and Roll Call.** The Planning and Funding Committee meeting convened at 4:21 p.m. Present: Chair Buck, Members D'Agostino and Milne; Excused: Member Sherk.

2. **Approval of Minutes of the July 15, 2010 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: July 15, 2010 Meeting Draft Minutes) (Discussion and Action) Upon Motion by Member D'Agostino, second by Member Milne, the July 15, 2010 Meeting Minutes were approved without objection (AYES: Chair Buck, Members D'Agostino and Milne; Absent: Member Sherk)

3. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

4. **Planning and Funding Committee Meeting Time and Location.** The Committee will discuss alternate meeting times and locations. (Continued from the July 15, 2010 Meeting) (Discussion and Possible Action)

   Chair Buck suggested retaining the Planning and Funding Committee meeting time and location as it is currently. This agenda item was filed and may be brought up for further discussion at the Call of the Chair.

5. **Urban Forestry Council June 2 Strategic Planning Retreat Outcomes and Next Steps.** Members will review outcomes and may make recommendations to the Urban Forestry Council on next steps. (Continued from the July 15, 2010 Meeting) (Discussion and Possible Action)

   Chair Buck discussed the Department of Public Works "Spruce-Up SF" campaign as a way to be proactive on tree issues before service requests are received. Committee members discussed the importance of

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outreach on urban-forestry related issues. Chair Milne suggested infiltrating good tree care into school curriculum. Chair Buck discussed tree-based curriculum that Friends of the Urban Forest had created for that purpose. Council Coordinator Hui suggested consulting with Mr. Nik Kaestner, San Francisco Unified School District (SFUSD) Sustainability Coordinator on ways to instill urban-forestry related curriculum into various subjects at schools. She discussed the SFUSD partnership with FUF and Green School Yard Alliance on the 2012 by 2012 campaign to plant 2012 trees in and around San Francisco school sites by 2012. Chair Buck and Council Coordinator Hui would discuss preparation of a Council Resolution recommending that urban forestry curriculum be added to school subjects. It was suggested that Mr. Kaestner and Friends of the Urban Forest staff be invited to a future Council or Committee meeting to exchange ideas.

6. **Urban Forestry Council Budget Review and Planning for Fiscal Year 2010-11.** The Committee will discuss the currently allocated budget for 2010-2011 and may make recommendations to the full Council. (Continued from the July 15, 2010 Meeting) (Discussion and Possible Action)

Council Coordinator Hui reported that Deputy Director Assmann had provided a written report on the Urban Forestry Council budget for a previous Council meeting. Chair Buck stated that the Committee would be continuing to discuss the Council budget and next steps as updates are received. Council Coordinator Hui discussed Cal Fire grants for projects that the Department of the Environment, Department of Public Works and the Planning Department may be applying for. She explained that the Cal Fire grants are directly related to funding specific projects, and that she had not yet received feedback from Council members on specific projects that they would be interested in applying for. It was explained that the Council does not work on specific projects, so applying for this type of grant funding may not be feasible. Committee members held a discussion about other agencies that could apply for grant funding for urban forestry work and types of projects that funding may be applicable to.

Public Comment: Ms. Victoria Schlesinger, Editor, Way Out West News, described her interest in attending Urban Forestry Council Committee meetings.

7. **Urban Forestry Council Meeting Schedule.** The Committee will discuss and may make recommendations to the Council about its current meeting schedule. (Discussion and Possible Action)

Member D'Agostino stated that she is proposing a change to the Council's meeting schedule as a way to address lack of funding and to reduce staff time allocated to the Council. She stated that Council Coordinator Hui had indicated that a majority of her time was spent in coordinating Council meetings. Council Coordinator Hui reported that in recent months there has been a change in how her work time has been allocated due to her participation in work groups to accomplish Council goals. She stated that this has been an effective tool but is taking more time. Ms. Hui cited examples such as working together with members on proposed amendments to the Landmark Tree Ordinance, Annual Report Survey, Strategic Planning report, etc. She reported on additional time required to work on planning events such as Arbor Day, the landmark tree tour, pruning guidelines workshops, etc. A discussion was held on the allocation of the two days a week time that Council Coordinator Hui has to the Council and to do urban-forestry related work and how it coincides with the Department of the Environment's urban forestry work. Committee members discussed effective ways to reduce the Coordinator's work time to the Council, e.g. involving Council members with expertise on a particular subject or project to participate in the Work Group instead of the Council Coordinator and reducing the number of meetings.

Committee members discussed alternate schedules to propose to the Council that would take into account Council Member's participation in seminars and other related activities. Member D'Agostino discussed a proposal that she would be referring to the Council to consider at their September 24 meeting (see Council Meeting Proposed Schedule explanatory document). Council Coordinator Hui and Member D'Agostino noted that the Commission on the Environment meets every other month and is extremely effective. This agenda item was forwarded to the Council for discussion at their September 24 meeting.

9. **Annual Urban Forest Report.** Staff will provide status updates on this year's report including outreach performed, response to the survey, and survey changes. (Discussion)

   Council Coordinator Hui stated that the Council was amenable to the idea that the survey interview would not be held in person or by telephone to all agencies depending on agency interest. She reported on her outreach to various agency Directors in order to identify a contact and responses received to date. She stated that a Draft Report is being worked on, but not yet available due to the change in venue for the report. A discussion was held on report content and Chair Buck inquired whether the report would include information on future urban forestry activities as well as a report on past activities. Council Coordinator Hui reported that the report is intended to address activities already accomplished, but that she would include future activities as well. Coordinator Hui stated that she would provide an update to the Council at their September 24 meeting.

   Public Comment: Ms. Victoria Schlesinger, Editor, Way Out West News, inquired whether the Annual Report could be found online. Committee members confirmed that current and previous years' Annual Reports could be found online on the Urban Forestry Council website.

9. **Urban Forestry Council Appointments.** The Committee will discuss outreach programming for open Council seats. (Discussion)

   Council Coordinator Hui reported that the Council has one vacancy for a seat representing a non-profit organization that she hopes would be applied for by the Executive Director of Friends of the Urban Forest. She announced that Council Member seats are due to term-out in November, and that members appointed by the Board of Supervisors do have holdover rights until they are either reappointed or replaced. A report on membership updates would be issued in October. Member D'Agostino proposed that a group discuss potential nominations to the Council.

10. **New Business/Future Agenda Items.** (Discussion) Council Coordinator Hui reported that she would be attending the Department of the Environment senior staff retreat on Thursday, October 21 so would not be able to attend the Planning and Funding Committee meeting. Chair Buck stated that there would still be a meeting. Member D'Agostino asked Council Coordinator Hui to discuss climate work that she has been doing to the Council.

11. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

    Public Comment: Ms. Victoria Schlesinger, Editor, Way Out West News, inquired about the contact person to discuss sidewalk gardens. Chair Buck stated that he could provide information on this topic.

12. **Adjournment.** The Planning and Funding Committee meeting adjourned at approximately 6:00 p.m.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the attachments with each meeting minutes posted online https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee, or upon request to the Council Secretary at the address listed above, telephone number 415-355-3709, or via e-mail at **Monica.Fish@Sfgov.org.**

Respectfully submitted by,

Monica Fish, Council Secretary

Approved: November 18, 2010

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GAVIN NEWSOM
Mayor

MELANIE NUTTER
Director

City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

Regular Meeting Notice and Agenda
Thursday, October 21, 2010, 4:15 P.M.
City Hall, Room 421
One Dr. Carlton B. Goodlett Place,
San Francisco, CA 94102

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Committee Members: Chris Buck (Chair); Maria D'Agostino, Terry Milne, Bonnie Ora Sherk.

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the September 16, 2010 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: September 16, 2010 Meeting Draft Minutes) (Discussion and Action)
3. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Annual Urban Forest Report.** Staff will provide status updates on this year's report. (Continued from the September 16, 2010 Meeting) (Discussion)
5. **Review of any Project Plans for Major Publicly Sponsored Developments and Civic Improvements that might Impact Trees.** One of the purposes and responsibilities of the Urban Forestry Council is to make recommendations regarding these types of projects to the Planning Department or other affected agencies. Committee Members will discuss any known projects. (Discussion)
6. **Urban Forest Plan.** Discussion of funding updates or other information related to the current status of the Urban Forest Plan. (Discussion)
7. **New Business/Future Agenda Items.** (Discussion)
8. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
9. **Adjournment.**

The next Planning and Funding Committee meeting is scheduled for Thursday, November 18, 2010 at 4:15 p.m., City Hall, Room 421.

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Posted: October 15, 2010

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Mayor

MELANIE NUTTER
Director

SAN FRANCISCO
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

CANCELLED MEETING NOTICE
THURSDAY, OCTOBER 21, 2010, 4:15 P.M.
ROOM 421, CITY HALL
ONE DR. CARLTON B. GOODLETT JR. PLACE
SAN FRANCISCO, CA 94102

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10/21/10
cancelled

The Urban Forestry Council Planning and Funding Committee's Regular Meeting of Thursday, October 21, 2010 at 4:15 p.m. has been **CANCELLED**. The next regular meeting is scheduled for **Thursday, November 18, 2010 at 4:15 p.m.** and will be held **at City Hall, Room 421**, One Dr. Carlton B. Goodlett Jr. Place, San Francisco, CA 94102. An agenda will be prepared and distributed at least 72 hours prior to the next scheduled meeting. For additional information or to be placed on the agenda mailing list, please contact Monica Fish, Commission Secretary, at (415) 355-3709, by email Monica.Fish@sfgov.org or Mei Ling Hui, Urban Forestry Council Coordinator at (415) 355-3731, or by email at MeiLing.Hui@sfgov.org. Agendas may also be accessed on the Urban Forestry Council's website https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee.

Posted: October 19, 2010

City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

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Regular Meeting Notice and Agenda
Thursday, November 18, 2010, 4:15 P.M.
City Hall, Room 421
One Dr. Carlton B. Goodlett Place,
San Francisco, CA 94102

Committee Members: Chris Buck (Chair); Maria D'Agostino, Terry Milne, Bonnie Ora Sherk.

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the September 16, 2010 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: September 16, 2010 Meeting Draft Minutes) (Discussion and Action)
3. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Review and Approval of the Draft Annual Urban Forest Report for recommendation to the Urban Forestry Council.** Staff will provide a Draft Annual Urban Forest Report for the Committee's review for recommendation to the Council. Speaker: Urban Forestry Council Coordinator Mei Ling Hui (Explanatory Documents: 2010 Draft Annual Urban Forest Report, Urban Forest Report Survey Responses Matrix; 2009 Final Annual Urban Forest Report) (Discussion and Action)
5. **Tree Protection Requirements in San Francisco.** A discussion about tree protection requirements for street trees, significant trees, Landmark trees, trees at construction sites and trees on private property. (Explanatory Documents: San Francisco's Urban Forestry Ordinance, Public Works Code Article 16 http://library.municode.com/index.aspx?clientId=14142&stateId=5&stateName=California and "What you Should Know About Tree Protection Legislation") (Discussion)
6. **New Business/Future Agenda Items.** (Discussion)
7. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
8. **Adjournment.**

The next Planning and Funding Committee meeting is scheduled for Thursday, December 16, 2010 at 4:15 p.m., City Hall, Room 421.

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agendized item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council Planning and Funding Committee meetings will be held at City Hall, Room 421, One Dr. Carlton B. Goodlett Place, San Francisco, CA. City Hall meeting rooms are wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) or at the Planning and Funding Committee's meeting website

https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee with each agenda or meeting minutes, (3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Planning and Funding Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the meeting website as links to the agenda or meeting minutes.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Posted: November 10, 2010

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GAVIN NEWSOM
Mayor

MELANIE NUTTER
Director

City and County of San Francisco
Department of the Environment
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

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REGULAR MEETING
DRAFT MINUTES

Thursday, November 18, 2010, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Chris Buck (Chair), Maria D'Agostino, Terry Milne, Bonnie Ora Sherk

Order of Business

1. Call to Order and Roll Call. The Planning and Funding Committee meeting was called to order at 4:32 p.m. Present: Committee Chair Buck, Members D'Agostino, Milne and Sherk (4:36 p.m.)

2. Approval of Minutes of the September 16, 2010 Urban Forestry Council Planning and Funding Committee Regular Meeting. (Discussion and Action) Upon Motion by Member D'Agostino, second by Member Milne, the September 16, 2010 Meeting Minutes were approved without objection (AYES: Chair Buck, Members D'Agostino and Milne; Absent: Member Sherk) (Explanatory Document: September 16, 2010 Meeting Draft and Approved Minutes)

3. Public Comment: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

4. Review and Approval of the Draft Annual Urban Forest Report for recommendation to the Urban Forestry Council. Staff provided a Draft Annual Urban Forest Report for the Committee's review for recommendation to the Council. Speaker: Urban Forestry Council Coordinator Mei Ling Hui (Explanatory Documents: Draft 2010 Annual Urban Forest Report; 2009 Annual Urban Forest Report; and Annual Urban Forest Report Survey Responses Matrix) (Discussion and Action)

Department of the Environment, City and County of San Francisco
11 Grove Street, San Francisco, CA 94102
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Email: urbanforestcouncil@sfgov.org • www.sfenvironment.org
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Council Coordinator Hui presented a Draft of the Annual Urban Forest Report explaining revisions that were made from the previous year and status of responses received. Committee members provided input into the report. Member D'Agostino requested a totals column be added to the Work plans and subsequent pages. Ms. Hui reported that she would edit the report with totals and additional responses once received. Council members discussed how to publicize the report. Suggestions included media coverage, asking member organizations to include the report in their materials, issuing a press release, and including an excerpt in the Department of the Environment's newsletter.

Committee members and Coordinator Hui discussed the pros and cons of this year's survey process versus last year's. Coordinator Hui reported that it was impossible to reach anyone by telephone for an interview. She explained that because of the shortened format, better information was received by email, and it was easier to distribute and synthesize the data. Committee members offered their assistance next year to follow-up with organizations that did not respond and to provide contacts.

The Committee approved the report with amendments as discussed in Committee for recommendation to the Council for their consideration and approval at the December 10 meeting. The final report would then be forwarded to the Board of Supervisors and Mayor.

5. Tree Protection Requirements in San Francisco. A discussion about tree protection requirements for street trees, significant trees, Landmark trees, trees at construction sites and trees on private property. (Explanatory Documents: San Francisco's Urban Forestry Ordinance, Public Works Code Article 16 http://library.municode.com/index.aspx?clientId=14142&stateId=5&stateName=California and "What you should Know About Tree Protection Legislation") (Discussion)

Committee Chair Buck reported that the Planning Department revised the Tree Disclosure Statement that included edits recommended by the Council and Ms. Short of the Department of Public Works. He asked Committee Members to report any violations that they see to protected, street or significant trees either to 311 or to DPW. A protected tree is a tree on private property within ten-feet of the right of way and meets a certain size criteria or is a significant or landmark tree. A tree removal permit is required to remove these types of trees. It was explained that Article 16 states that it is unlawful for any person to engage in construction work on public or private property without taking steps to protect street, significant, and landmark trees from damage. A discussion was held about large-scale projects that have no visible protection measures in place to protect trees. Several projects that have violated tree protection laws were mentioned, e.g. San Francisco Unified School District projects, Folsom Street, Park Merced, and Caltrans. Committee Chair Buck explained DPW's process for complaints received for tree violations that are not street trees and under the jurisdiction of other agencies such as the San Francisco Unified School District, Recreation and Park Department, Water Department, etc.

Committee Chair Buck stated that DPW sends information about proper pruning guidelines to the public. He discussed documents that other jurisdictions and agencies share with the public that may provide remedies to protect trees. Member D'Agostino made reference to the ISA standards. Potential remedies were discussed that included contacting local constituents, the state senator, including printable violation flyers

on websites that could be put on the tree. Council Coordinator Hui suggested developing a pamphlet of regulations that would apply to other San Francisco land owners that would include contact information.

Member Milne discussed the Board of Permit appeals process for tree removals. Committee Chair Buck stated that the Board of Appeals has changed their position from a couple of years ago and is now protecting more trees. Member Sherk discussed developing protection measures for other trees that do no fall in the protected category such as young trees.

Council Coordinator Hui reported that Member D'Agostino, Member Rodgers and Ms. Short, Department of Public Works Urban Forestry, would be meeting in a work group to start exploring tree protection measures during construction. A discussion would be held on creating a document of all City tree regulations that would apply to agencies besides DPW in order to know who to contact to report violations. A discussion would also be held on identifying potential neighborhood outreach programs to report tree violations.

6. New Business/Future Agenda Items. (Discussion) Council Coordinator Hui reported on CAL Fire grant applications filed by the Department of the Environment, Planning Department and Recreation and Park Department. Member D'Agostino suggested that the Planning & Funding Committee review the Council's Bylaws at a future meeting. Member Sherk suggested discussing her work on watershed management at the January meeting. Member D'Agostino requested bringing back a discussion of obstacles to establishing a list of violating contractors who have done damage to trees. Chair Buck reported that he is not sure which Committee of if the full Council will discuss the landmarking of groves of trees being worked on by Member Cohen.

7. Public Comment: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

8. Adjournment. The Urban Forestry Council Planning & Funding Committee meeting adjourned at 5:56 p.m.

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Respectfully submitted by,

Monica Fish, Council Secretary

Approved:

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GAVIN NEWSOM
Mayor

MELANIE NUTTER
Director

City and County of San Francisco
Department of the Environment
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
CORRECTED DRAFT MINUTES

Thursday, November 18, 2010, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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COMMITTEE MEMBERS: Chris Buck (Chair), Maria D'Agostino, Terry Milne, Bonnie Ora Sherk

Order of Business

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Committee members and Coordinator Hui discussed the pros and cons of this year's survey process versus last year's. Coordinator Hui reported that it was impossible to reach anyone by telephone for an interview. She explained that because of the shortened format, better information was received by email, and it was easier to distribute and synthesize the data. Committee members offered their assistance next year to follow-up with organizations that did not respond and to provide contacts.

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Committee Chair Buck reported that the Planning Department revised the Tree Disclosure Statement that included edits recommended by the Council and Ms. Short of the Department of Public Works. He asked Committee Members to report any violations that they see to protected, street or significant trees either to 311 or to DPW. A protected tree is any street tree or a tree on private property within ten-feet of the right of way and meets a certain size criteria (significant tree) or is a landmark tree. A tree removal permit is required to remove these types of trees. It was explained that Article 16 states that it is unlawful for any person to engage in construction work on public or private property without taking steps to protect street, significant, and landmark trees from damage. A discussion was held about large-scale projects that have no visible protection measures in place to protect trees. Committee Chair Buck explained DPW's process for complaints received for tree violations that are not street trees and under the jurisdiction of other agencies such as the San Francisco Unified School District, Recreation and Park Department, Water Department, etc.

Committee Chair Buck stated that DPW sends information about proper pruning guidelines to the public. He discussed documents that other jurisdictions and agencies share with the public that may provide remedies to protect trees. Member D'Agostino made reference to the ISA standards. Potential remedies were discussed that included contacting local constituents, the state senator, including printable violation flyers on websites that could be put on the tree. Council Coordinator Hui suggested developing a pamphlet of regulations that would apply to other San Francisco land owners that would include contact information. Member Milne discussed the Board of Permit appeals process for tree removals. Committee Chair Buck stated that the current makeup of the Board of Appeals appears to be denying more requests to remove trees.

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Respectfully submitted by,

Monica Fish, Council Secretary

Approved:

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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approved

City and County of San Francisco
Department of the Environment
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

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REGULAR MEETING
APPROVED MINUTES

Thursday, November 18, 2010, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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Respectfully submitted by,

Monica Fish, Council Secretary

Approved: January 20, 2011

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GAVIN NEWSOM
Mayor

MELANIE NUTTER
Director

SAN FRANCISCO
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

CANCELLED MEETING NOTICE
THURSDAY, DECEMBER 16, 2010, 4:15 P.M.
ROOM 421, CITY HALL
ONE DR. CARLTON B. GOODLETT JR. PLACE
SAN FRANCISCO, CA 94102

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12/16/10
cancelled

The Urban Forestry Council Planning and Funding Committee's Regular Meeting of Thursday, December 16, 2010 at 4:15 p.m. has been **CANCELLED**. The next regular meeting is scheduled for **Thursday, January 20, 2011 at 4:15 p.m.** and will be held at **City Hall, Room 421**, One Dr. Carlton B. Goodlett Jr. Place, San Francisco, CA 94102. An agenda will be prepared and distributed at least 72 hours prior to the next scheduled meeting. For additional information or to be placed on the agenda mailing list, please contact Monica Fish, Commission Secretary, at (415) 355-3709, by email Monica.Fish@sfgov.org or Mei Ling Hui, Urban Forestry Council Coordinator at (415) 355-3731, or by email at MeiLing.Hui@sfgov.org. Agendas may also be accessed on the Urban Forestry Council's website https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee.

Posted: December 13, 2010

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

Regular Meeting Notice and Agenda
Thursday, January 20, 2011, 4:15 P.M.
City Hall, Room 421
One Dr. Carlton B. Goodlett Place,
San Francisco, CA 94102

Committee Members: Chris Buck (Chair); Maria D'Agostino, Terry Milne, Bonnie Ora Sherk.

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the November 18, 2010 and August 20, 2009 Urban Forestry Council Planning and Funding Committee Regular Meetings.** (Explanatory Document: November 18, 2010 Corrected Draft Minutes and August 20, 2009 Draft Minutes) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Annual Review of the Recommended Street Tree List for 2011 for recommendation to the Urban Forestry Council.** (Explanatory Document: 2010 Recommended Street Tree List) (Discussion and Action)
5. **Urban Forestry and Watershed Management.** The Committee shall discuss the role that trees play in watershed management in San Francisco. (Discussion)
6. **Urban Forest Council Goals for 2011.** The Committee shall discuss the need to identify three high-priority achievable goals for 2011. (Explanatory Documents: Urban Forestry Council Strategic Planning Retreat Outcomes and Next Steps, San Francisco Urban Forestry Council Bylaws, with an emphasis on Article I, Section 4: Purpose and Responsibilities and Article 8, Section 5: The Planning and Funding Committee.) (Discussion)
7. **New Business/Future Agenda Items.** (Discussion)
8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
9. **Adjournment.**

The next Planning and Funding Committee meeting is scheduled for Thursday, February 17, 2011 at 4:15 p.m., City Hall, Room 421.

Department of the Environment, City and County of San Francisco
11 Grove Street, San Francisco, CA 94102
Telephone: (415) 355-3700 • Fax: (415) 554-6393
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Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agendized item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council Planning and Funding Committee meetings will be held at City Hall, Room 421, One Dr. Carlton B. Goodlett Place, San Francisco, CA. City Hall meeting rooms are wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) or at the Planning and Funding Committee's meeting website **https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee** with each agenda or meeting minutes, (3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Planning and Funding Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the meeting website as links to the agenda or meeting minutes.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.
Posted: January 12, 2011

San Francisco Street Tree Species List – a collaboration with San Francisco Bureau of Urban Forestry and Friends of the Urban Forest

Disclaimer: These lists contain trees that can work as sidewalk trees in San Francisco. Every planting site has unique conditions. A lot of factors go into choosing a tree. This list can help you decide but should not be used without the help of a tree professional.

List A: Species that perform well in many locations in San Francisco

Arbutus x 'Marina'
Callistemon citrinus
Callistemon viminalis
Cordyline australis
Eriobotrya deflexa
Gingko biloba 'Autumn Gold', 'Saratoga'
Lagunaria patersonii
Lophostemon confertus (formerly Tristania conferta)
Magnolia grandiflora 'Sam Sommers,' 'St. Mary,' 'Majestic Beauty,' 'Little Gem'
Melaleuca linarifolia
Melaleuca quinquenervia
Metrosideros excelsus
Olea europaea
Pittosporum undulatum
Platanus x acerifolia 'Bloodgood,' 'Yarwood,'
Prunus cerasifera 'Krauter Vesuvius'
Prunus serrulata 'Kwanzan'
Pyrus calleryana 'Aristocrat' or 'Chanticleer'
Pyrus kawakamii
Trachycarpus fortunei
Tristaniopsis laurina
Tristaniopsis laurina 'Elegant'
Ulmus parvifolia
Washingtonia robusta

List B: Species that perform well in certain locations, with special considerations, as noted

Acacia baileyana 'Purpurea' – fast growing, high maintenance
Acer buergeranum – prefers heat, wind protection
Acer rubrum – prefers heat, wind protection
Aesculus carnea – gets windburn easily in summer even in protected sites
Celtis sinensis – prefers heat, wind protection, uneven performer
Ceratonia siliqua – needs large space, good drainage
Corymbia ficifolia – needs lots of sidewalk space
Crataegus phaenopyrum – subject to insect pests, has thorns, possibly susceptible to fireblight
Crataegus laevigata – needs wind protection
Cupaniopsis anacardioides – uneven performer, needs heat, wind protection
Eucalyptus nicholii – needs space, fast growing, high maintenance
Eucalyptus polyanthemos – needs space, fast growing, high maintenance
Geijera parvifolia – prefers heat, wind protection
Gleditsia triacanthos 'Shademaster' – fast growing, prefers heat, wind protection
Hymenosporum flavum – uneven performer, prefers heat, wind protection, gooddrainage, does well when protected from wind
Jacaranda mimosifolia – uneven performer, prefers heat, wind protection, good drainage
Koelreuteria paniculata – uneven performer, prefers heat, wind protection
Laurus nobilis 'Saratoga' – uneven performer, prefers heat, wind protection, gets pests
Leptospermum laevigatum – roots poorly, needs staking for many years, or even permanent metal staking
Liquidambar styraciflua – needs space for canopy and roots
Liriodendron tulipifera – uneven performer, gets pests, prefers heat and wind protection
Lyonothamnus floribundus asplenifolius – prefers heat, wind protection
Magnolia grandiflora 'Russet' – large cultivar, needs space
Maytenus boaria – needs space for roots, produces many suckers
Melaleuca ericifolia – roots poorly, needs staking for many years
Melaleuca styphelioides – prickly and can root poorly
Michelia doltsopa – uneven performer, very slow grower, prefers heat and wind protection
Phoenix dactylifera – needs space due to height and width
Phoenix canariensis – needs space due to height and width
Pistacia chinensis 'Keith Davey' – prefers heat, wind protection
Pittosporum crassifolium – best for narrow sidewalks in foggy and windy areas. Can leak sap from trunk.
Podocarpus gracilior – gets pests, better as a shrub
Quercus agrifolia – uneven performer, prefers heat, wind protection, good drainage
Quercus suber - needs space, good for medians
Rhus lancea
Syagrus romanzoffianum – needs heat, wind protection
Tilia cordata –needs space, may sucker.

List C: Species that need further evaluation

Acer x freemanii
Brachychiton populneum – prefers heat, wind protection
Carpinus betulus 'Fastigiata'
Chorisia speciosa – prefers heat, wind protection
Corylus colurna, Turkish hazel
Elaeocarpus decipiens
Gingko biloba 'Princeton Sentry' – more upright form
Magnolia soulangeana 'Rustica Rubra'
Michelia champaca – needs wind protection, prefers heat, clay soil
Platanus x acerifolia 'Columbia'
Pittosporum rhombifolium
Pittosporum eugenioides
Prunus lyonii
Prunus ilicifolia
Quercus frainetto 'Forest Green', Italian Oak
Quercus ilex – needs wind protection, sidewalk space, gets powdery mildew
Quercus phellos (Willow oak)
Schinus molle – prefers heat
Sorbus aucuparia (or other species)
Ulmus parvifolia x carpinifolia 'Frontier'
Ulmus wilsoniana 'Prospector'
Ulmus japonica x wilsoniana 'Accolade'
Zelkova serrata – needs space, warmth

SAN FRANCISCO URBAN FORESTRY COUNCIL

BYLAWS

Article I – Identification

Article II – Creation and Mission

Article III – Urban Forestry Council

Article IV – Officers

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Article XI – Amendment of Bylaws

Bylaws Adopted on December 10, 2010

URBAN FORESTRY COUNCIL
BYLAWS

Article I - Identification

Section 1: Name

The Urban Forestry Council

Section 2: Compliance with Applicable Laws

The Council shall comply with all applicable laws, including but not limited to the Ralph M. Brown Act (Cal. Government Code Section 54950 *et seq.*) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Section 67.1 *et seq.*) in publishing notices, agendas, and minutes and carrying out its operations and functions. Where publication or posting on a website is required, the Council shall use the Department of the Environment's website.

Article II – Creation and Mission

Section 1: The Urban Forestry Council

The Urban Forestry Council was established for the purpose of guiding the stewardship of San Francisco's trees by promoting a healthy and sustainable urban forest that benefits all San Franciscans while ensuring public health and safety (San Francisco Environment Code Chapter 12 Sec. 1200(b)). The Council will carry out the duties specified in the ordinance so as to protect the community interest and ensure that San Francisco realizes the full range of tree benefits into the future (San Francisco Environment Code Chapter 12 Sec. 1200(a)).

Article III – Urban Forestry Council

Section 1: Number

Council members will represent the full range of urban forest stakeholders including city agencies, non-profit organizations, tree management organizations, and community members. The Council shall be composed of eleven voting members and four advisory members. City Department Heads, the Board of Supervisors and the Mayor appoint council members (San Francisco Environment Code Chapter 12 Sec. 1202(a)).

Section 2: Term of Appointment

Council members shall serve for two years. Members can serve successive terms if re-appointed by the body originally appointing the Council member. Council members serve at the

pleasure of the body that appoints each Council member as specified by ordinance. The body that appoints Council members also may appoint at-large members to serve any unfilled Council positions (San Francisco Environment Code Chapter 12 Sec. 1202(b)).

Section 3: Compensation

Council members shall serve without compensation (San Francisco Environment Code Chapter 12 Sec. 1202(g)).

Section 4: Purpose and Responsibilities

(1) Develop, adopt, and update a long-term comprehensive Urban Forestry Plan that assists with the formulation of legislation and policy for the management of the City's public and private trees.

The plan will include, but not be limited to:

a) An inventory of physical resources and existing programs.
b) The results of an assessment of the general public and San Francisco decision makers that reflects opinions on the state and future of the urban forest.
c) A benefit/cost analysis.
d) Recommendations for future policy, operational and legislative actions.
e) Best Management Practices

(2) Facilitate coordination among agencies with tree management responsibilities.

a) Advise the Mayor, Board of Supervisors, city departments and commissions on urban forest concerns.
b) Review project plans for major publicly sponsored developments and civic improvements and changes to the public right-of-way as they may impact trees. Based on its review, the Council shall make recommendations regarding these projects to the Planning Department and other affected agencies.
c) Notify and involve public agencies when issues relate to trees on lands under their jurisdiction.
d) Advise agencies with tree management responsibilities in their efforts to incorporate and follow the Urban Forestry plan guidelines, best management practices, and other Council recommendations and policies.
e) Facilitate the cooperative interaction of tree-related activities among various City, State, and federal agencies, as well as among businesses, public utilities, non-profit organizations, and the public.

(3) Report on the state of the urban forest.

a) Prepare or facilitate the plans and reports as set forth in the Urban Forestry Council Ordinance.

i) The Council shall report to the Board of Supervisors and Mayor by September 1st of each year regarding the state of the urban forest.

ii) City agencies and any non-profit organizations that accept city funding shall report to the Council no later than June 30 of each year. Other public entities also are urged to submit reports to the Council regarding the trees that they manage.

(4) Ensure adherence to Urban Forestry Council Policies, Guidelines or Standards.

a) City agencies that do not adhere to the policies, guidelines, or standards outlined in the Urban Forestry Plan or best management practices shall explain their reasoning at a public hearing before the Council.
b) Enforce procedures to address the Council in the public hearing process.

(5) Foster Public Education and Outreach

a) Encourage early and continuous public participation in urban forest projects and programs that includes consideration of neighborhood interests.
b) Provide at designated Council meetings for a regular forum that follows an agenda of scheduled topics for public discussion of urban forest issues.
c) Serve as a clearinghouse for information related to the urban forest through the Department of the Environment.

(6) Develop and Promote Best Management Practices

a) Develop and adopt tree planting and maintenance standards.
b) Establish criteria for a landmark/heritage tree program to provide for the protection of valuable trees on public and private property. The program shall propose administrative procedures and a tree removal appeal process for landmark/heritage trees.
c) Adopt guidelines for protecting trees during project design and construction.

(7) Funding Assessment
a) Identify funding and staffing needs and opportunities for urban forest programs.
b) Help secure and encourage commitment of adequate resources for tree programs.
c) Develop and adopt a city-wide budget for the health and well-being of San Francisco's urban forest.

Section 5: Excused Absences

If a Council member provides prior notification of absence from Council and Committee meetings to the Chair of the Council, then such absence is considered an excused absence. If the Chair or Council staff receives no prior notice, then the minutes shall note that the absence is unexcused. Regular attendance at Urban Forestry Council meetings is critical to the Council's ongoing success. If a Council Member misses more than three (3) meetings of the full Council or three (3) committee meetings per calendar year, whether those absences are excused or unexcused, then upon a vote of the Council, the Council Chair may ask the appointing authority to remove the member and appoint a replacement member.

Section 6: Absence from the State

Any member of the Council who plans to be absent from the State of California for an extended period shall notify the Chair of the Council.

Article IV - Officers

Section 1: Officers

The officers of the Council are a Chair and Vice-Chair. The Chair and Vice-Chair shall serve at the pleasure of the Council.

Section 2: Term of Office

The term of each office shall be one year.

Section 3: Nomination and Election of Officers

A. Elections for officers shall be conducted at the meeting of the Council in April of each year. At the Council meeting held in March of each year, any Council member interested in running for office shall state publicly his or her interest and willingness to run for a specific office. Such Council members, and any other Council members nominated at the March meeting, shall be candidates for office.

B. If the office of the Chair is vacated before the expiration of a term, the Vice-Chair shall serve as Chair until the next regular meeting. The Council shall conduct an election for Chair at the next regular meeting to fill the vacancy. If the Vice-Chair is elected as Chair, there shall be an election for a new Vice-Chair at that meeting. If the office of Vice-Chair is vacated before the expiration of a term, it shall remain vacant until the next regular meeting, at which time an election shall be held. Any Council members nominated at a meeting at which a special election is held shall be candidates for office.

Section 4: General Duties and Responsibilities of the Chair

The Chair shall preside at all meetings of the Council. The Chair, working with the Council staff, shall oversee the preparation and distribution of the agenda for all Council meetings. The Chair shall be accountable to the Council as a whole in setting policy and shall also perform such other duties as may be assigned by the Council. The Chair (and/or his/her designee) shall serve as the liaison to the media and the other departments, agencies and commissions of the City and County of San Francisco, as necessary.

Section 5: General Duties and Responsibilities of the Vice-Chair

The Vice-Chair shall perform the duties and responsibilities that may be delegated by the Chair. In the absence or disability of the Chair, the Vice-Chair shall perform the duties as described above, in Section 4 of this article.

Article V - Council Staff

Section 1: Council Coordinator

A coordinator from the Department of the Environment who is hired by the Director of the Department of the Environment shall staff the Council. The Coordinator shall attend all meetings of the Council. The Coordinator's responsibilities shall include, but not be limited to, the following:

(1) Fundraising;
(2) Developing and drafting guidelines for adoption;
(3) Preparing staff and annual reports;
(4) Coordinating with other agencies; and
(5) Compiling information from local governmental agencies to track their budgets, and to develop an annual city-wide tree management budget for reporting purposes (San Francisco Environment Code Chapter 12 Sec. 1208(a)).

Section 2: Council Secretary

The staff of the Department of the Environment shall include a Council Secretary, who is assigned by the Director of the Department of the Environment. The Council Secretary shall attend all meetings of the Council. Under the supervision of the Chair, the Council Secretary is responsible for the proper recording and distribution of all Council actions, correspondence, and agendas, and ensuring that the Council meetings are properly publicly noticed and held at locations which are accessible to persons with disabilities.

Section 3: Legal Advisor

The City Attorney, or his or her designee, shall be the legal advisor to the Council. If the City Attorney determines in writing that he or she cannot, consistent with the Rules of Professional Conduct, provide advice sought by the Council, the City Attorney may recommend that the Council retain outside counsel.

Article VI - Meetings

Section 1: Quorum

At all meetings of the Council, the presence of a majority of the voting membership shall constitute a quorum. The affirmative vote of a majority of the voting members shall be required for the approval of any matter. Therefore, based on the original membership of eleven voting members, six members constitute a quorum. Likewise, six affirmative votes are required for the approval of any matter.

Section 2: Public Participation

The Council shall hold meetings open to the public and encourage the participation of interested persons. Each person wishing to speak on an item before the Council shall be permitted to be heard.

The total time for public comments may be limited by the Chair in a manner consistent with the San Francisco Sunshine Ordinance. Each agenda for meetings shall provide an opportunity for members of the public to directly address the Council on items of interest to the public that are within the Council's jurisdiction. The Public Comment opportunity shall appear on the agenda after "New Business"; except that, at the Chair's discretion, the Public Comment can be heard earlier in the agenda.

Section 3: Meeting Minutes

Minutes shall be taken at every regular and special Council meeting and shall be approved by the majority vote of the Council.

Section 4: Records Retention

The Council shall utilize the Department of Environment's record retention and destruction policy.

Section 5: Meetings

Regular meetings shall be held monthly on the fourth Friday of January, March, May, September and the second Friday in December at 8:30 a.m. at City Hall, Room 400 and on the 4th Tuesday in February, June, August, and October at 6:00 p.m. at City Hall, Room 416 beginning in March 2009. No regular meetings shall be scheduled for April, July and November. This information shall be posted on the Department of Environment's website.

Section 6: Notice of Meetings

Notices and agendas of all regular and special Council and committee meetings shall be posted at the San Francisco Main Library and mailed to each Council member and any person who files a written request for such notice with the Council. Notice of regular meetings shall be posted at least 72 hours before the meeting. Notice of special meetings shall be posted at least 72 hours before the meeting. In the case of a special meeting held at a location other than the regular Council meeting place, 15 days notice shall be provided.

Section 7: Closed Sessions

The Council is authorized to hold closed (non-public) sessions at regular and special meetings as provided by law.

Section 8: Special Meetings

The Chair of the Council may call special meetings to address specific matters. Such special meetings shall be properly noticed in accordance with applicable laws and ordinances.

Article VII - Voting

Section 1: Voting and Abstention

Each member present at a Council or committee meeting shall vote "yes" or "no" when a question is put, unless excused from voting by a motion adopted by a majority of the members present, or unless the member has a conflict of interest which legally precludes participation in the vote. Whether a Council member has a conflict of interest, which precludes participation in a vote, is determined on a case-by-case basis and, to the extent possible, in consultation with a legal advisor from the City Attorney's office.

Article VIII - Committees

Section 1: Membership of Committees

The Council and/or the Chair, at his or her discretion, may establish committees to perform tasks or functions as necessary. The Chair will appoint committee members and committee chairpersons for a specified period of time.

Section 2: Committee Meetings

Committees shall comply with all applicable laws in publishing notices, agendas, and minutes and carrying out its operations and functions.

Section 3: Committee Quorum

A majority of the members of a committee shall constitute a quorum.

Section 4: Standing Committees

Article VIII – Committees

Section 4: Standing Committees

The Council shall have one standing (1) Planning and Funding Committee and one Ad Hoc committee (2) called the Landmark Tree Committee. The Landmark Tree Committee shall have five members and shall meet as needed on the second Tuesday of the month, in City Hall, Room 421, San Francisco. The Planning and Funding Committee shall have five members and shall meet on the third Thursday of each month from 4:15 pm to 5:45 pm, in City Hall, Room 421, San Francisco. A notice and agenda for the Planning and Funding Committee meeting will be posted at least 72 hours before the meeting. A notice for the Landmark Tree Committee meeting will be posted 15 days before the meeting and an agenda will be posted at least 72 hours before the meeting. This information shall be posted on the Department of the Environment's website.

Section 5: The Planning and Funding Committee

The Planning and Funding Committee shall make recommendations to the Council on project plans for major publicly sponsored developments and civic improvements and changes of the public right of way as they impact trees. The Committee shall (1) examine and make policy recommendations to the Council regarding other urban forest and tree issues; (2) make recommendations to the Council regarding facilitating an assessment (inventory) of the current condition of the Urban Forest, (3) review the Urban Forest Plan on an annual basis and make recommendations for any changes to the full Council for adoption, (4) make recommendations to the Council on funding opportunities and staffing needs, on opportunities for urban forest programs and on securing and encouraging commitment of adequate resources for tree programs, (5) will also review urban forestry program budget priorities and make recommendations about Urban Forestry funding requirements to the full Council; investigate and pursue funding options for various urban forest-activities, and (6) will review the Urban Forest Council's Budget on an annual basis and will make recommendations for any changes to the full Council for adoption.

Section 6: The Landmark Tree Committee

The Landmark Tree Committee shall make preliminary recommendations to the Council on nominated trees proposed for landmark status. The Committee shall conduct individual site visits, complete evaluation forms to review at regular monthly meetings as nominations are received, and vote on landmark tree nominations to present to the full Council for their consideration and adoption. It will prepare a written summary of the evaluation forms and include individual evaluation forms to present to the full Council for review. The Chair of the Committee shall verbally report on the written summary at Council meetings.

Article IX - Parliamentary Procedures

At the discretion of the Chair of the Council or the committee Chair, and except where the Charter or other rules provide to the contrary, meetings shall be governed by Robert's Rules of Order.

Article X - Codes of Ethics

In accepting the Oath of Office, Council members shall maintain the highest standards of professional and personal conduct. They shall support the mission, goals and objectives of the San Francisco Urban Forestry Council; instill in the public a sense of confidence about the Councils' conduct and intentions; uphold all laws and regulations; refrain from using their official positions to secure special advantage or benefit for themselves or others.

In order to set the highest standards of conduct, and in order to assure public confidence in the Council's operations, the Urban Forestry Council commits itself to:

* Encouraging and promoting integrity in government by education and example;

* Being accountable for its rules of procedure and decisions, and promoting accountability of all members of the Council and Department staff;

* Treating all Department staff, members of the public, and colleagues with courtesy, respect, objectivity, and fairness;

* Conducting all Council business in a timely manner and in public meetings, with full disclosure of policies, procedures, and decision-making processes, except for those matters authorized under the Brown Act and the San Francisco Sunshine Ordinance to be considered in closed session; and

* Reviewing its actions, recommendations, and procedures periodically to determine whether the Council has adhered to its Code of Ethics and mission in all respects.

Article XI - Amendment of Bylaws

These bylaws shall be reviewed as necessary and may be amended at any meeting of the Council by a majority vote of the Council, provided such proposed amendments are circulated in writing to all Council members and noticed to the public at least ten (10) days prior to such meeting.

San Francisco's Urban Forestry Council

Strategic Planning Process follow-up and notes

As a result of the strategic planning sessions on November 20, 2009 and June 2, 2010, a group of appointed UFC members met to review the work and findings.

Mission statement from the bylaws:

The Urban Forestry Council was established for the purpose of guiding the stewardship of San Francisco's trees by promoting a healthy and sustainable urban forest that benefits all San Franciscans while ensuring public health and safety. The Council will carry out the duties specified in the ordinance so as to protect the community interest and ensure that San Francisco realizes the full range of tree benefits into the future.

Council members will represent the full range of urban forest stakeholders including city agencies, non-profit organizations, tree management organizations, and community members.

Mission from the SFE Website:

The Urban Forestry Council advises city departments, including the Board of Supervisors and the mayor. Its tasks are to develop a comprehensive urban forest plan; educate the public; develop tree-care standards; identify funding needs, staffing needs, and opportunities for urban forest programs; secure adequate resources for urban forest programs; facilitate coordination of tree-management responsibilities among agencies; and report on the state of the urban forest.

Mission for the upcoming year, developed at the strategic planning sessions:

The Urban Forestry Council brings professional expertise and informed perspective to a public forum with the purpose of protecting and enhancing the Urban Forest of San Francisco

We provide guidance to the Mayor, Board of Supervisors, and public agencies in determining priorities, establishing regulations, and setting polices with regard to the management of a sustainable and beneficial Urban Forest.

While the work group would like to emphasize that the Council needs to remain reactive to developing issues, two keys areas of necessary focus were identified, along with possibilities for addressing the concerns. Items listed for potential action are not intended to represent a finite list, only a starting point:

Increasing Council visibility and communication to build Council credibility and influence with key decision makers

Action item suggestions: Council members to build and/or further develop relationships with neighborhood groups and the Supervisors with which they may already have connections.

Educating the public and activating/empowering citizen groups

Action item suggestions: Exploring methods to support current work addressing construction related tree damage, excessive pruning, and unpermitted removal of public trees; Creating and distributing "How to" guides for education and enforcement; Increasing engagement in Arbor Day events.

The workgroup also suggests annual and ongoing review of the Council bylaws, which serve as the Council's guiding document.

SF Environment
Our home. Our city. Our planet.

EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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City and County of San Francisco
Department of the Environment
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

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REGULAR MEETING
DRAFT MINUTES

Thursday, January 20, 2011, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Chris Buck (Chair), Maria D'Agostino, Terry Milne, Bonnie Ora Sherk, Daniel Sider

Order of Business

1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee meeting convened at 4:23 p.m. Council Chair D'Agostino reported that she has appointed Council Member Daniel Sider to the Planning and Funding Committee. Present: Committee Members Buck, D'Agostino, Milne, and Sider; Excused: Member Sherk.

2. **Approval of Minutes of the November 18, 2010 and August 20, 2009 Urban Forestry Council Planning and Funding Committee Regular Meetings.** (Explanatory Document: November 18, 2010 Corrected Draft and Approved Minutes and August 20, 2009 Draft and Approved Minutes) (Discussion and Action)

   Upon Motion by Member Milne, second by Member D'Agostino, the August 20, 2009 and November 18, 2010 Meeting Minutes were approved without objection (AYES: Members Buck, D'Agostino, Milne and Sider; Absent: Member Sherk).

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

4. **Annual Review of the Recommended Street Tree List for 2011 for recommendation to the Urban Forestry Council.** (Explanatory Document: 2010 Recommended Street Tree List) (Discussion and Action)

   Committee Chair Buck reported that the intent of the Recommended Street Tree List annual review is to determine how the recommended species on the list are doing and identify opportunities to add new species. The list is intended as a reference guide for the type of species that may do well in San Francisco. Council Coordinator Hui reported that this list was created by Friends of the Urban Forest, Department of Public Works representatives, and Council representatives and staff. One of the guidelines is for the Council to annually review the list and make changes as appropriate. She stated that since the Council adopted the list several years ago, no changes have been made.

   Committee Members reviewed the trees on the list and provided suggestions. Committee Member D'Agostino suggested, upon agreement of Committee Members, to form a Work Group to update and review the intent of the list. The Work Group would provide recommendations to the Planning and Funding Committee who in turn would make recommendations to the full Council. Committee Member Milne stated that it is important to gather input from the Department of Public Works since they maintain the list. Council Coordinator Hui reported that she would contact Friends of the Urban Forest for their input. She suggested that the Work Group identify other planting locations in addition to street trees. Member Sider suggested that (1) the title accurately reflect that the Urban Forestry Council endorses the list, and that it was created in collaboration with Friends of the Urban Forest and the Department of Public Works; and (2) making the disclaimer more descriptive.

   This agenda item was forwarded to the Council meeting of January 28, 2011 in order to gather Council member's input. The Work Group would schedule a meeting to work on the list. Continued to the February 17, 2011 Planning and Funding Committee meeting.

5. **Urban Forestry and Watershed Management.** The Committee discussed the role that trees play in watershed management in San Francisco. (Discussion)

   Committee Chair Buck reported that Committee Member Sherk sponsored this agenda topic because she is interested in linking the Council's work on urban forestry management with watershed management. He reported on the San Francisco Public Utilities Commission (SFPUC) programs and funding allocated to urban watershed management projects. Committee Member Sider discussed the Planning Department's Western South of Market Citizens Planning Task Force's work and how it may apply to sidewalk landscaping of street trees. Chair Buck discussed Department of Public Works programs that would promote watershed management programs that include (1) Bureau of Street Use and Mapping sidewalk improvement repair program that offers property owner incentives to do sidewalk landscaping, and (2) "Gray Green" program to increase sidewalk landscaping in partnership with the San Francisco Botanical Garden.

   Committee Members discussed identifying ways to issue tax credits for people with green infrastructure in order to enhance sidewalk landscaping. Council Coordinator Hui discussed the idea of creating a map to show where trees should be planted in order to open up ground space to reduce flooding and to deal with salt water bubble intrusion.

Council Coordinator Hui discussed the link between climate, trees, and watershed management and suggested a presentation to the Council by the SFPUC and the Department of the Environment's Climate Action Coordinator in order to identify best practices and next steps the Council can promote. It was suggested that the "Gray Green" presentation be held at that same meeting to be scheduled in either February or March.

6. **Urban Forestry Council Goals for 2011.** The Committee discussed the need to identify three high-priority achievable goals for 2011. (Explanatory Documents: Urban Forestry Council Strategic Planning Retreat Outcomes and Next Steps, San Francisco Urban Forestry Council Bylaws, with an emphasis on Article I, Section 4: Purpose and Responsibilities and Article 8, Section 5: The Planning and Funding Committee.) (Discussion)

   Committee members identified goals for the Council to focus on based on the strategic planning process retreat outcomes. These include (1) increasing Council visibility and communication to build Council credibility and influence with key decision makers. Action item is to build and/or further develop relationships with neighborhood groups and supervisors; (2) educating the public and activating/empowering citizen groups. Action items are to (a) explore methods to support work addressing construction related tree damage, excessive pruning, and unpermitted removal of public trees; (b) prepare "How to" guides for education and enforcement; and (c) increase engagement in Arbor Day events. Additional suggestions included seeking out a landmarkable tree in a neighborhood and focusing on steps to tackle excessive pruning of trees and outreach.

7. **New Business/Future Agenda Items.** (Discussion) Committee Chair Buck announced that he would like to remain on the Committee but starting in April, he may be too busy to be Chair. Member D'Agostino requested a review of the Council Bylaws as an agenda item. Council Coordinator Hui requested a discussion about Arbor Day activities and Council involvement.

8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

9. **Adjournment.** The Planning and Funding Committee meeting adjourned at approximately 6:08 p.m.

The next Planning and Funding Committee meeting is scheduled for Thursday, February 17, 2011 at 4:15 p.m., City Hall, Room 421.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the attachments with each meeting minutes posted online https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee, or upon request to the Council Secretary at the address listed above, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Respectfully submitted by,
Monica Fish, Council Secretary

Approved:

SF Environment
Our home. Our city. Our planet.

EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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approved

City and County of San Francisco
Department of the Environment
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

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FEB 18 2011

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9. **Adjournment.** The Planning and Funding Committee meeting adjourned at approximately 6:08 p.m.

The next Planning and Funding Committee meeting is scheduled for Thursday, February 17, 2011 at 4:15 p.m., City Hall, Room 421.

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Respectfully submitted by Monica Fish, Council Secretary
Approved: February 17, 2011

SF Environment
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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

GOVERNMENT DOCUMENT
FEB 09
SAN FRANCISCO

Regular Meeting Notice and Agenda
Thursday, February 17, 2011, 4:15 P.M.
City Hall, Room 421
One Dr. Carlton B. Goodlett Place,
San Francisco, CA 94102

Committee Members: Chris Buck (Chair): Maria D'Agostino, Terry Milne, Bonnie Ora Sherk, Daniel Sider

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the January 20, 2011 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: January 20, 2011 Draft Minutes) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Annual Review of the Recommended Street Tree List for 2011 for recommendation to the Urban Forestry Council.** (Continued from the January 20, 2011 Meeting) (Explanatory Document: 2010 Recommended Street Tree List) (Discussion and Action)
5. **Tree of the Month Campaign.** The Committee will discuss program planning for the Tree of the Month campaign and make recommendations to the full Council. (Discussion and Possible Action)
6. **Improper Pruning and Unpermitted Tree Removal.** The Committee will discuss ways to outreach to the Police Department regarding how to respond to improper pruning and un-permitted removal of public trees. (Discussion and Possible Action)
7. **New Business/Future Agenda Items.** (Discussion)
8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
9. **Adjournment.**

The next Planning and Funding Committee meeting is scheduled for Thursday, March 17, 2011 at 4:15 p.m., City Hall, Room 421.

Department of the Environment, City and County of San Francisco
11 Grove Street, San Francisco, CA 94102
Telephone: (415) 355-3700 • Fax: (415) 554-6393
Email: environment@sfgov.org • sfurbanforestcouncil@sfgov.org * www.sfenvironment.org

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Public Comment

At this time, members of the public may address the Committee on items of interest t[illegible] are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken follow[illegible] each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announ[illegible] by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Co[illegible]nt to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or [illegible]e not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comm[illegible]t, not on an agendized item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of th[illegible]public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government C[illegible]e Section 54954.2(a).)

Disability Access

The Urban Forestry Council Planning and Funding Committee meetings will be held [illegible] City Hall, Room 421, One Dr. Carlton B. Goodlett Place, San Francisco, CA. City Hall meeting rooms are wheelchair accessi[illegible]e. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI l[illegible]s serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro[illegible] Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There[illegible] is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Buildi[illegible]g at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals who require chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100 et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) or at the Planning and Funding Committee's meeting website **https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee** with each agenda or meeting minutes, (3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Planning and Funding Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the meeting website as links to the agenda or meeting minutes.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Posted: February 9, 2011

SF Environment
Our home. Our city. Our planet.

EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
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REGULAR MEETING
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COMMITTEE MEMBERS: Chris Buck (Chair), Maria D'Agostino, Terry Milne, Bonnie Ora Sherk, Daniel Sider

Order of Business

1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee meeting convened at 4:28 p.m. Present: Committee Members Buck, D'Agostino, Milne, Sherk (4:31) and Sider (4:32 p.m.).

2. **Approval of Minutes of the January 20, 2011 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: January 20, 2011 Draft and Approved Minutes) (Discussion and Action) Upon Motion by Member Milne, second by Member D'Agostino, the January 20, 2011 Draft Minutes were approved without objection (AYES: Members Buck, D'Agostino, and Milne; Absent: Members Sherk and Sider).

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

Item 6 was heard before Item 4.

4. **Annual Review of the Recommended Street Tree List for 2011 for recommendation to the Urban Forestry Council.** (Continued from the January 20, 2011 Meeting) (Explanatory Document: 2010 Recommended Street Tree List) (Discussion and Action)
Council Coordinator Hui reported that feedback was received from several Council members and Friends of the Urban Forest on the Recommended Street Tree List; however, a Work Group was not formed. Committee members discussed next steps (1) add additional information to the list, e.g., site selection criteria, a better disclaimer, glossary, and cultural attributes; (2) consult with Friends of the Urban Forest on trees that were planted within the past five years; (3) Council Coordinator to schedule a meeting with Ms. Short and Chair Buck of the Department of Public Works and Friends of the Urban Forest to review Friends of the Urban Forest, Department of Public Works, and Urban Forestry Council lists and unify the three lists as one list that all three agencies would adopt; (4) create additional lists such as a native open space planting list; and (5) publicize the list on the web and at nurseries. Members were asked to send additional suggestions to review in Committee. This agenda item was continued to the March 17, 2011 Planning and Funding Committee meeting.

5. **Tree of the Month Campaign.** The Committee discussed program planning for the Tree of the Month campaign and will make recommendations to the full Council. (Discussion and Possible Action)

   Council Coordinator Hui reported that she had met with the Department of the Environment's Outreach team to discuss potential Tree of the Month programs and the best way to publicize the program. Ideas that were discussed included identifying education opportunities and a submission program to pick the best tree. An effective plan for the first year of the program would be for the Council to create a matrix of tree selection criteria and for members to sign up for a month of the year, submit tree images with five to ten sentences describing the tree that would include information on tree species, scientific name, and location. The submission would be added to the Department of the Environment's newsletter and when the newsletter is archived on the website, it could be "tweeted" and put on the Facebook page. A Facebook photo album with a short descriptive in the title area could be created. If the program is successful, it could be included in the website redesign process as part of a page on the new website.

   This program would present an educational opportunity that would show examples of proper pruning. A discussion was held on sending tree submissions to other groups to publicize in their newsletter and email lists and asking them to participate in the program. It was suggested that there be media coverage on the Tree of the Month campaign that would include a blog created by the Department. Council Coordinator Hui proposed that the program be launched on Earth Day. This agenda item would be scheduled for discussion at the next Urban Forestry Council meeting in March.

6. **Improper Pruning and Unpermitted Tree Removal.** The Committee discussed ways to outreach to the Police Department regarding how to respond to improper pruning and un-permitted removal of public trees. (Discussion and Possible Action)

   Committee Members discussed how to outreach to the Police Department to help enforce the Ordinance and provide them with the required education on proper and improper pruning practices. A discussion was held about the feasibility of Council Members attending neighborhood meetings held at police stations to educate and inform people on this issue and for a Police member to attend a Council meeting for a discussion. Chair

Buck reported that the Department of Public Works (DPW) has seen improvements in Police Department responses in the past year or two. He stated that he would speak to the DPW Director and Ms. Short about issues to address. This agenda item was continued to the March 17, 2011 Planning and Funding Committee meeting.

7. **New Business/Future Agenda Items.** (Discussion) Member Sherk suggested that the Committee request a report from the San Francisco Public Utilities Commission on how their watershed planning would support urban forestry activities in San Francisco. Member D'Agostino suggested a discussion on the process of how an idea presented by a Council member would turn into a Resolution or action. She suggested creating a process flowchart.

8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

9. **Adjournment.** The Urban Forestry Council Meeting adjourned at 5:59 p.m.

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5. **Tree of the Month Campaign.** The Committee discussed program planning for the Tree of the Month campaign and will make recommendations to the full Council. (Discussion and Possible Action)

Council Coordinator Hui reported that she had met with the Department of the Environment's Outreach team to discuss potential Tree of the Month programs and the best way to publicize the program. Ideas that were discussed included identifying education opportunities and a submission program to pick the best tree. An effective plan for the first year of the program would be for the Council to create a matrix of tree selection criteria and for members to sign up for a month of the year, submit tree images with five to ten sentences describing the tree that would include information on tree species, scientific name, and location. The submission would be added to the Department of the Environment's newsletter and when the newsletter is archived on the website, it could be "tweeted" and put on the Facebook page. A Facebook photo album with a short descriptive in the title area could be created. If the program is successful, it could be included in the website redesign process as part of a page on the new website.

This program would present an educational opportunity that would show examples of proper pruning. A discussion was held on sending tree submissions to other groups to publicize in their newsletter and email lists and asking them to participate in the program. It was suggested that there be media coverage on the Tree of the Month campaign that would include a blog created by the Department. Council Coordinator Hui proposed that the program be launched on Earth Day. This agenda item would be scheduled for discussion at the next Urban Forestry Council meeting in March.

6. **Improper Pruning and Unpermitted Tree Removal.** The Committee discussed ways to outreach to the Police Department regarding how to respond to improper pruning and un-permitted removal of public trees. (Discussion and Possible Action)

Committee Members discussed how to outreach to the Police Department to help enforce the Ordinance and provide them with the required education on proper and improper pruning practices. A discussion was held about the feasibility of Council Members attending neighborhood meetings held at police stations to educate and inform people on this issue and for a Police member to attend a Council meeting for a discussion. Chair Buck reported that the Department of Public Works (DPW) has seen improvements in Police Department responses in the past year or two. He stated that he would speak to the DPW Director and Ms. Short about

issues to address. This agenda item was continued to the March 17, 2011 Planning and Funding Committee meeting.

7. **New Business/Future Agenda Items.** (Discussion) Member Sherk suggested that the Committee request a report from the San Francisco Public Utilities Commission on how their watershed planning would support urban forestry activities in San Francisco. Member D'Agostino suggested a discussion on the process of how an idea presented by a Council member would turn into a Resolution or action. She suggested creating a process flowchart.

8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

9. **Adjournment.** The Urban Forestry Council Meeting adjourned at 5:59 p.m.

The next Planning and Funding Committee meeting is scheduled for Thursday, March 17, 2011 at 4:15 p.m., City Hall, Room 421.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the attachments with each meeting minutes posted online https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee, or upon request to the Council Secretary at the address listed above, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Respectfully submitted by,
Monica Fish, Council Secretary

Approved: March 17, 2011

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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MAR 11 2011

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

Regular Meeting Notice and Agenda
Thursday, March 17, 2011, 4:15 P.M.
City Hall, Room 421
One Dr. Carlton B. Goodlett Place,
San Francisco, CA 94102

Committee Members: Chris Buck (Chair); Maria D'Agostino, Terry Milne, Bonnie Ora Sherk, Daniel Sider

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the February 17, 2011 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: February 17, 2011 Draft Minutes) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Annual Review of the Recommended Street Tree List for 2011 for recommendation to the Urban Forestry Council.** (Continued from the February 17, 2011 Meeting) (Explanatory Document: 2010 Recommended Street Tree List) (Discussion and Action)
5. **Improper Pruning and Unpermitted Tree Removal.** The Committee will discuss ways to outreach to the Police Department regarding how to respond to improper pruning and un-permitted removal of public trees. (Continued from the February 17, 2011 Meeting) (Discussion and Possible Action)
6. **New Business/Future Agenda Items.** (Discussion)
7. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
8. **Adjournment.**

The next Planning and Funding Committee meeting is scheduled for Thursday, April 21, 2011 at 4:15 p.m., City Hall, Room 421.

Department of the Environment, City and County of San Francisco
11 Grove Street, San Francisco, CA 94102
Telephone: (415) 355-3700 • Fax: (415) 554-6393
Email: environment@sfgov.org • sfurbanforestcouncil@sfgov.org * www.sfenvironment.org

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Public Comment

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(Chapter 67 of the San Francisco Administrative Code)

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Posted: March 11, 2011

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

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Thursday, March 17, 2011, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Chris Buck (Chair), Maria D'Agostino, Daniel Sider

Order of Business

1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee meeting convened at 4:41 p.m. Present: Committee Members Buck, D'Agostino, and Sider. It was announced that the Board of Supervisors appointed three new members to the Council at their meeting on Tuesday, March 15, 2011 that would result in a change to the membership of the Planning and Funding Committee. Current membership consists of Members Buck, D'Agostino and Sider.

2. **Approval of Minutes of the February 17, 2011 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: February 17, 2011 Draft and Approved Minutes) (Discussion and Action) Upon Motion by Chair Buck, second by Member D'Agostino, the February 17, 2011 Draft Minutes were approved with a request to confirm the time of arrival announced for Members Sider and Sherk (AYES: Members Buck, D'Agostino, and Sider).

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

4. **Annual Review of the Recommended Street Tree List for 2011 for recommendation to the Urban Forestry Council.** (Continued from the February 17, 2011 Meeting) (Explanatory Document: 2010 Recommended Street Tree List) (Discussion and Action)
   Council Coordinator Hui distributed explanatory documents that include the Department of Public Works Urban Forestry Recommended Street Tree List and Friends of the Urban Forest (FUF) documents that

include (1) FUF recommended edits to the Recommended Street Tree List; (2) twenty most popular tree species planted by Friends of the Urban Forest from 2006-2010; and (3) most commonly planted trees by the Department of Public Works and Friends of the Urban Forest from June 2004 to June 2009. Member D'Agostino provided her edits to the Recommended Street Tree List for review.

Committee members recommended that the 2011 Recommended Street Tree list be forwarded to the Urban Forestry Council for review and adoption at their Friday, March 25, 2011 meeting. The list would include improvements to the disclaimer language and organizational changes as proposed by Member D'Agostino. The Council would also be provided with the recommended revisions proposed by Friends of the Urban Forest. The Committee at their next meeting would review additional suggestions that include providing pictures of trees, adding additional trees, and potentially moving trees to different list categories.

The adoption of the 2012 Recommended Street Tree list would be agendized for the September 2011 Planning and Funding meeting for recommendation for adoption by the Council at their January 2012 meeting.

5. **Improper Pruning and Unpermitted Tree Removal.** The Committee will discuss ways to outreach to the Police Department regarding how to respond to improper pruning and un-permitted removal of public trees. (Continued from the February 17, 2011 Meeting) (Discussion and Possible Action)

   Chair Buck provided the Committee with an explanatory document that outlines recommendations by the Department of Public Works for reporting emergency tree issues to the City, such as excessive pruning or illegal removals (see Explanatory Document). Committee members discussed an outreach approach that should be taken for discussion of this topic with the Police Department. This agenda item was continued to the April 21, 2011 meeting. Committee members discussed an outreach approach that should be taken for discussion of this topic with the Police Department. This agenda item was continued to the April 21, 2011 meeting.

6. **New Business/Future Agenda Items.** (Discussion) There was no new business or future agenda items discussed at this time.

7. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

8. **Adjournment.** The Planning and Funding Committee meeting adjourned at 6:19 p.m.

The next Planning and Funding Committee meeting is scheduled for Thursday, April 21, 2011 at 4:15 p.m., City Hall, Room 421.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the attachments with each meeting minutes posted online https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee, or upon request to the Council Secretary at the address listed above, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Respectfully submitted by, Monica Fish, Council Secretary

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

CITY AND COUNTY OF SAN FRANCISCO
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REGULAR MEETING
APPROVED MINUTES

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Thursday, March 17, 2011, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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COMMITTEE MEMBERS: Chris Buck (Chair), Maria D'Agostino, Daniel Sider

Order of Business

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6. **New Business/Future Agenda Items.** (Discussion) There was no new business or future agenda items discussed at this time.
7. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.
8. **Adjournment.** The Planning and Funding Committee meeting adjourned at 6:19 p.m.

The next Planning and Funding Committee meeting is scheduled for Thursday, April 21, 2011 at 4:15 p.m., City Hall, Room 421.

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Respectfully submitted by, Monica Fish, Council Secretary
Approved: June 16, 2011

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

Regular Meeting Notice and Agenda
Thursday, April 21, 2011, 4:15 P.M.

City Hall, Room 421
One Dr. Carlton B. Goodlett Place,
San Francisco, CA 94102

Committee Members: Chris Buck (Chair), Maria D'Agostino, Dan Flanagan, Daniel Sider

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the March 17, 2011 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: March 17, 2011 Draft Minutes) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Tree of the Month Campaign.** The Committee will discuss program planning for the Tree of the Month campaign and make recommendations to the full Council. (Explanatory Documents: Tree of the Month Program Plan and Tree of the Month Campaign Example) (Discussion and Possible Action)
5. **Tree Brochure/Collaborative Project.** Member D'Agostino will present a program to Committee Members for discussion and review. (Informational Presentation and Discussion)
6. **Review of Goals and Objectives.** The Committee will review their goals and objectives and begin outlining projects for the upcoming year. (Explanatory Documents: Article 16 of the Public Works Code, Section 803 and Chapter 12 of the Environment Code) (Discussion)
7. **Improper Pruning and Unpermitted Tree Removal.** The Committee will discuss ways to outreach to the Police Department regarding how to respond to improper pruning and un-permitted removal of public trees. (Continued from the March 17, 2011 Meeting) (Discussion and Possible Action)
8. **Review of Planning and Funding Committee Meeting Time and Location.** (Discussion and Possible Action)
9. **New Business/Future Agenda Items.** (Discussion)

Department of the Environment, City and County of San Francisco
11 Grove Street, San Francisco, CA 94102
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10. Public Comments: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

11. Adjournment.

The next Planning and Funding Committee meeting is scheduled for Thursday, May 19, 2011 at 4:15 p.m., City Hall, Room 421.

Public Comment

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Posted: April 18, 2011

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

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Thursday, April 21, 2011, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Chris Buck (Chair), Maria D'Agostino, Dan Flanagan, Daniel Sider, Andrew Sullivan

Order of Business

1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee meeting convened at 4:24 p.m. Present: Committee Members D'Agostino, Flanagan, and Sullivan; Absent: Chair Buck; Excused: Member Sider. Member D'Agostino announced that Council Member Andrew Sullivan would be appointed as a member of the Committee for this meeting. Member D'Agostino served as Chair for this meeting.

2. **Approval of Minutes of the March 17, 2011 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: March 17, 2011 Draft Minutes) (Discussion and Action) Chair D'Agostino moved to approve the March 17, 2011 meeting minutes. Members Flanagan and Sullivan stated that they did not feel it would be appropriate to approve minutes for meetings they had not attended. This agenda item was continued to the May 19th meeting.

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time

4. **Tree of the Month Campaign.** The Committee will discuss program planning for the Tree of the Month campaign and make recommendations to the full Council. (Explanatory Documents: Tree of the Month Program Plan and Tree of the Month Campaign Example) (Discussion and Possible Action)

   Council Coordinator Hui and Chair D'Agostino reported that the Council referred this topic to Committee to discuss oversight of the program, campaign implementation, and to identify potential resources. Topics of discussion included:

   - Whether the Landmark Tree Committee, Planning and Funding Committee, or a Working Group should oversee the program. Committee Members agreed that the Planning and Funding Committee that meets monthly would oversee the program and discuss clusters of trees at quarterly meetings. A Working Group or one or two Council Members would be selected to check the accuracy and language of the tree descriptions.

   - Involve community and neighborhood groups so that the process becomes a Council and group-wide project.

   - Consider ways to publicize the campaign through newsletters, media, Department of the Environment website tree gallery with links to other sites, e.g. Friends of the Urban Forest, Neighborhood Empowerment Network. Ms. Anne Eng, Department of the Environment Environmental Justice Program Manager, discussed incorporating the Council into the Department's upcoming website redesign.

   - Tree selection. Consider selection of the top ten most planted tree species as examples. Track trees to show the difference good pruning makes over time. A set of tree selection criteria/topics would be established.

   This agenda item was referred to the Council for discussion at their May 27th meeting.

5. **Tree Brochure/Collaborative Project.** Member D'Agostino will present a program to Committee Members for discussion and review. (Informational Presentation and Discussion)

   Acting Committee Chair D'Agostino presented a tree planting/pruning guideline brochure that was created as a collaborative project between PG&E, UC Davis, a non-profit organization and a governmental agency. She suggested that the Council consider a similar project to adopt. Council Coordinator Hui stated that a review would have to be made of the printing and design support that would be required for this type

of project. It was suggested that the group that would be working on the Recommended Street Tree List in the fall discuss creating a similar brochure as part of that effort. Council Coordinator Hui suggested involving Friends of the Urban Forest and Department of Public Works because the tree brochure references street trees.

Unidentified Speaker stated that the brochure references street and backyard trees.

Unidentified speaker suggested that PG&E pay for a citywide planting campaign.

6. **Review of Goals and Objectives.** The Committee will review their goals and objectives and begin outlining projects for the upcoming year. (Explanatory Documents: Article 16 of the Public Works Code, Section 803 and Chapter 12 of the Environment Code) (Discussion)

   Committee Members were asked to review Article 16, Section 803 and Chapter 12 of the Environment Code and present ideas on what Council goals and objectives should be worked on in the upcoming year at the next Planning and Funding Committee meeting on May 19, 2011. Several goals that had been previously adopted include the Tree of the Month campaign, Police outreach, establishing connections with allies, and involvement in development plans that may involve trees. It was suggested that the Council become involved in appeals for tree removals, the Urban Forest Plan, and be provided with timelines for upcoming development plans so that meaningful input can be provided. Council Coordinator Hui reported that there would be a presentation on Bus Rapid Transit (BRT) at the May 27th Council Meeting. She reported on her discussions with Council Members Sider and Muraoka and Department staff about making her aware of upcoming development plans.

   Committee members, Coordinator Hui and Ms. Eng discussed establishing a fundraising mechanism to support the Urban Forestry Council and overall urban forestry activities. Possibilities discussed included the local carbon fund, grants, and Community Benefit Districts.

   This agenda item was continued to the May 19th Planning and Funding Committee meeting.

7. **Improper Pruning and Unpermitted Tree Removal.** The Committee will discuss ways to outreach to the Police Department regarding how to respond to improper pruning and un-permitted removal of public trees. (Continued from the March 17, 2011 Meeting) (Discussion and Possible Action)

   This agenda item was continued to the May 19, 2011 meeting.

Items 8 – 10 were not heard due to a loss of quorum.

8. **Review of Planning and Funding Committee Meeting Time and Location.** (Discussion and Possible Action)

9. **New Business/Future Agenda Items.** (Discussion)

10. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

11. **Adjournment.** The Planning and Funding Committee adjourned at 5:32 p.m. due to a loss of quorum.

The next Planning and Funding Committee meeting is scheduled for Thursday, May 19, 2011 at 4:15 p.m., City Hall, Room 421.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the attachments with each meeting minutes posted online https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee, or upon request to the Council Secretary at the address listed above, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Respectfully submitted by,

Monica Fish, Council Secretary

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

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REGULAR MEETING
APPROVED MINUTES

Thursday, April 21, 2011, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Chris Buck (Chair), Maria D'Agostino, Dan Flanagan, Daniel Sider, Andrew Sullivan

Order of Business

1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee meeting convened at 4:24 p.m. Present: Committee Members D'Agostino, Flanagan, and Sullivan; Absent: Chair Buck; Excused: Member Sider. Member D'Agostino announced that Council Member Andrew Sullivan would be appointed as a member of the Committee for this meeting. Member D'Agostino served as Chair for this meeting.

2. **Approval of Minutes of the March 17, 2011 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: March 17, 2011 Draft Minutes) (Discussion and Action) Chair D'Agostino moved to approve the March 17, 2011 meeting minutes. Members Flanagan and Sullivan stated that they did not feel it would be appropriate to approve minutes for meetings they had not attended. This agenda item was continued to the May 19th meeting.

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time

4. **Tree of the Month Campaign.** The Committee will discuss program planning for the Tree of the Month campaign and make recommendations to the full Council. (Explanatory Documents: Tree of the Month Program Plan and Tree of the Month Campaign Example) (Discussion and Possible Action)

   Council Coordinator Hui and Chair D'Agostino reported that the Council referred this topic to Committee to discuss oversight of the program, campaign implementation, and to identify potential resources. Topics of discussion included:

   - Whether the Landmark Tree Committee, Planning and Funding Committee, or a Working Group should oversee the program. Committee Members agreed that the Planning and Funding Committee that meets monthly would oversee the program and discuss clusters of trees at quarterly meetings. A Working Group or one or two Council Members would be selected to check the accuracy and language of the tree descriptions.

   - Involve community and neighborhood groups so that the process becomes a Council and group-wide project.

   - Consider ways to publicize the campaign through newsletters, media, Department of the Environment website tree gallery with links to other sites, e.g. Friends of the Urban Forest, Neighborhood Empowerment Network. Ms. Anne Eng, Department of the Environment Environmental Justice Program Manager, discussed incorporating the Council into the Department's upcoming website redesign.

   - Tree selection. Consider selection of the top ten most planted tree species as examples. Track trees to show the difference good pruning makes over time. A set of tree selection criteria/topics would be established.

   This agenda item was referred to the Council for discussion at their May 27th meeting.

5. **Tree Brochure/Collaborative Project.** Member D'Agostino will present a program to Committee Members for discussion and review. (Informational Presentation and Discussion)

   Acting Committee Chair D'Agostino presented a tree planting/pruning guideline brochure that was created as a collaborative project between PG&E, UC Davis, a non-profit organization and a governmental agency. She suggested that the Council consider a similar project to adopt. Council Coordinator Hui stated that a review would have to be made of the printing and design support that would be required for this type

of project. It was suggested that the group that would be working on the Recommended Street Tree List in the fall discuss creating a similar brochure as part of that effort. Council Coordinator Hui suggested involving Friends of the Urban Forest and Department of Public Works because the tree brochure references street trees.

Unidentified Speaker stated that the brochure references street and backyard trees.

Unidentified speaker suggested that PG&E pay for a citywide planting campaign.

6. **Review of Goals and Objectives.** The Committee will review their goals and objectives and begin outlining projects for the upcoming year. (Explanatory Documents: Article 16 of the Public Works Code, Section 803 and Chapter 12 of the Environment Code) (Discussion)

   Committee Members were asked to review Article 16, Section 803 and Chapter 12 of the Environment Code and present ideas on what Council goals and objectives should be worked on in the upcoming year at the next Planning and Funding Committee meeting on May 19, 2011. Several goals that had been previously adopted include the Tree of the Month campaign, Police outreach, establishing connections with allies, and involvement in development plans that may involve trees. It was suggested that the Council become involved in appeals for tree removals, the Urban Forest Plan, and be provided with timelines for upcoming development plans so that meaningful input can be provided. Council Coordinator Hui reported that there would be a presentation on Bus Rapid Transit (BRT) at the May 27th Council Meeting. She reported on her discussions with Council Members Sider and Muraoka and Department staff about making her aware of upcoming development plans.

   Committee members, Coordinator Hui and Ms. Eng discussed establishing a fundraising mechanism to support the Urban Forestry Council and overall urban forestry activities. Possibilities discussed included the local carbon fund, grants, and Community Benefit Districts.

   This agenda item was continued to the May 19th Planning and Funding Committee meeting.

7. **Improper Pruning and Unpermitted Tree Removal.** The Committee will discuss ways to outreach to the Police Department regarding how to respond to improper pruning and un-permitted removal of public trees. (Continued from the March 17, 2011 Meeting) (Discussion and Possible Action)

   This agenda item was continued to the May 19, 2011 meeting.

Items 8 – 10 were not heard due to a loss of quorum.

8. **Review of Planning and Funding Committee Meeting Time and Location.** (Discussion and Possible Action)

9. **New Business/Future Agenda Items.** (Discussion)

10. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

11. **Adjournment.** The Planning and Funding Committee adjourned at 5:32 p.m. due to a loss of quorum.

The next Planning and Funding Committee meeting is scheduled for Thursday, May 19, 2011 at 4:15 p.m., City Hall, Room 421.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the attachments with each meeting minutes posted online https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee, or upon request to the Council Secretary at the address listed above, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Respectfully submitted by,

Monica Fish, Council Secretary

Approved: May 19, 2011

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

Regular Meeting Notice and Agenda
Thursday, May 19, 2011, 4:15 P.M.

City Hall, Room 421
One Dr. Carlton B. Goodlett Place,
San Francisco, CA 94102

Committee Members: Chris Buck (Chair), Maria D'Agostino, Dan Flanagan, Daniel Sider

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Committee Chair Appointment.** (Discussion and Action)
3. **Approval of Minutes of the April 21, 2011 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: April 21, 2011Draft Minutes) (Discussion and Action)
4. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
5. **Tree of the Month Campaign.** The Committee will discuss program planning for the Tree of the Month campaign and make recommendations to the full Council. (Continued from the April 21, 2011 Meeting) (Explanatory Documents: Tree of the Month Program Plan and Tree of the Month Campaign Example) (Discussion and Possible Action)
6. **Review of Planning and Funding Committee Meeting Time and Location.** (Continued from the April 21, 2011 Meeting) (Discussion and Possible Action)
7. **Review of Goals and Objectives.** The Committee will review their goals and objectives and begin outlining projects for the upcoming year. (Continued from the April 21, 2011 Meeting) (Explanatory Documents: Article 16 of the Public Works Code, Section 803 and Chapter 12 of the Environment Code) (Discussion)
8. **Improper Pruning and Unpermitted Tree Removal.** The Committee will discuss ways to outreach to the Police Department regarding how to respond to improper pruning and un-permitted removal of public trees. (Continued from the April 21, 2011 Meeting) (Explanatory Document: Reporting Emergency Tree Issues to the City) (Discussion and Possible Action)
9. **New Business/Future Agenda Items.** (Discussion)

Department of the Environment, City and County of San Francisco
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10. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
11. **Adjournment.**

The next Planning and Funding Committee meeting is scheduled for Thursday, June 16, 2011 at 4:15 p.m., City Hall, Room 421.

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agendized item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council Planning and Funding Committee meetings will be held at City Hall, Room 421, One Dr. Carlton B. Goodlett Place, San Francisco, CA. City Hall meeting rooms are wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) or at the Planning and Funding Committee's meeting website **https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee** with each agenda or meeting minutes, (3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Planning and Funding Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the meeting website as links to the agenda or meeting minutes.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Posted: May 13, 2011

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
DRAFT MINUTES

Thursday, May 19, 2011, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Chris Buck (Chair), Maria D'Agostino, Dan Flanagan, Daniel Sider

Order of Business

1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee meeting convened at 4:39 p.m. Present: Committee Members Buck, D'Agostino, and Flanagan; Excused: Member Sider.

2. **Committee Chair Appointment.** (Discussion and Action)

   Chair Buck would remain as Chair for the May 19 and June 16, 2011 meetings. Committee Chair Appointments may be reconsidered at the July 21, 2011 Planning and Funding Committee meeting.

3. **Approval of Minutes of the April 21, 2011 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: April 21, 2011Draft and Approved Minutes) (Discussion and Action)

   Upon Motion by Member Flanagan, second by Chair Buck, the April 21, 2011 Draft Minutes were approved without objection (AYES: Members Buck, D'Agostino and Flanagan; Absent: Member Sider).

4. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

   There were no members of the public present at this time.

5. **Tree of the Month Campaign.** The Committee will discuss program planning for the Tree of the Month campaign and make recommendations to the full Council. (Continued from the April 21, 2011 Meeting) (Explanatory Documents: Tree of the Month Program Plan and Tree of the Month Campaign Example) (Discussion and Possible Action)

   The Committee discussed program planning for the Tree of the Month Campaign. This agenda item was continued to the June 16, 2011 Planning and Funding Committee meeting to further discuss the focus of the program, staffing, outreach and the appropriate Committee to be assigned to the process. Recommendations for a campaign would then be brought forward to the Council.

6. **Review of Planning and Funding Committee Meeting Time and Location.** (Continued from the April 21, 2011 Meeting) (Discussion and Possible Action)

   Committee Members discussed the possibility of changing the Committee meeting time to earlier in the afternoon on the third Thursday, but agreed to maintain the current location. Member D'Agostino would contact Member Sider for his availability. Changing the meeting time and or location would require a Bylaws change by the full Council and a review of meeting room availability. This agenda item was continued to the June 16, 2011 meeting.

7. **Review of Goals and Objectives.** The Committee will review their goals and objectives and begin outlining projects for the upcoming year. (Continued from the April 21, 2011 Meeting) (Explanatory Documents: Article 16 of the Public Works Code, Section 803 and Chapter 12 of the Environment Code) (Discussion)

   Committee Members reviewed Article 16 of the Public Works Code, Section 803, Urban Forestry Council's additional powers and duties and Chapter 12 of the Environment Code on the Council's purpose. A discussion was held on what the Council is currently working on and future goals and objectives that may apply to these requirements. The Committee discussed the possibility of holding another strategic planning session focused on this topic either at an offsite retreat or at a Council meeting.

   Quorum was lost during this agenda item. Continued to the June 16, 2011 meeting.

Items 8 – 10 were not heard due to loss of quorum.

8. **Improper Pruning and Unpermitted Tree Removal.** The Committee will discuss ways to outreach to the Police Department regarding how to respond to improper pruning and un-permitted removal of public trees. (Continued from the April 21, 2011 Meeting) (Explanatory Document: Reporting Emergency Tree Issues to the City) (Discussion and Possible Action)

9. **New Business/Future Agenda Items.** (Discussion)

10. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

11. **Adjournment.** The Planning and Funding Committee meeting adjourned at 5:30 p.m. due to a loss of quorum.

The next Planning and Funding Committee meeting is scheduled for Thursday, June 16, 2011 at 4:15 p.m., City Hall, Room 421.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the attachments with each meeting minutes posted online https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee, or upon request to the Council Secretary at the address listed above, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Respectfully submitted by,

Monica Fish, Council Secretary

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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PLANNING & FUNDING COMMITTEE

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REGULAR MEETING
APPROVED MINUTES

Thursday, May 19, 2011, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Chris Buck (Chair), Maria D'Agostino, Dan Flanagan, Daniel Sider

Order of Business

1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee meeting convened at 4:39 p.m. Present: Committee Members Buck, D'Agostino, and Flanagan; Excused: Member Sider.

2. **Committee Chair Appointment.** (Discussion and Action)

   Chair Buck would remain as Chair for the May 19 and June 16, 2011 meetings. Committee Chair Appointments may be reconsidered at the July 21, 2011 Planning and Funding Committee meeting.

3. **Approval of Minutes of the April 21, 2011 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: April 21, 2011Draft and Approved Minutes) (Discussion and Action)

   Upon Motion by Member Flanagan, second by Chair Buck, the April 21, 2011 Draft Minutes were approved without objection (AYES: Members Buck, D'Agostino and Flanagan; Absent: Member Sider).

4. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

   There were no members of the public present at this time.

5. **Tree of the Month Campaign.** The Committee will discuss program planning for the Tree of the Month campaign and make recommendations to the full Council. (Continued from the April 21, 2011 Meeting) (Explanatory Documents: Tree of the Month Program Plan and Tree of the Month Campaign Example) (Discussion and Possible Action)

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6. **Review of Planning and Funding Committee Meeting Time and Location.** (Continued from the April 21, 2011 Meeting) (Discussion and Possible Action)

   Committee Members discussed the possibility of changing the Committee meeting time to earlier in the afternoon on the third Thursday, but agreed to maintain the current location. Member D'Agostino would contact Member Sider for his availability. Changing the meeting time and or location would require a Bylaws change by the full Council and a review of meeting room availability. This agenda item was continued to the June 16, 2011 meeting.

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Items 8 – 10 were not heard due to loss of quorum.

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9. **New Business/Future Agenda Items.** (Discussion)

10. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

11. **Adjournment.** The Planning and Funding Committee meeting adjourned at 5:30 p.m. due to a loss of quorum.

The next Planning and Funding Committee meeting is scheduled for Thursday, June 16, 2011 at 4:15 p.m., City Hall, Room 421.

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Respectfully submitted by,

Monica Fish, Council Secretary

Approved: June 16, 2011

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

Regular Meeting Notice and Agenda
Thursday, June 16, 2011, 4:15 P.M.

City Hall, Room 421
One Dr. Carlton B. Goodlett Place,
San Francisco, CA 94102

Committee Members: Chris Buck (Chair), Maria D'Agostino, Dan Flanagan, Daniel Sider, and Andrew Sullivan

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Committee Chair Appointment.** (Discussion and Action)
3. **Approval of Minutes of the March 17 and May 19, 2011 Urban Forestry Council Planning and Funding Committee Regular Meetings.** (Explanatory Document: March 17 and May 19, 2011 Draft Minutes) (Discussion and Action)
4. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
5. **Department of Public Works (DPW) Tree Maintenance Transfer Plan.** Due to proposed budget cuts, DPW proposes transferring maintenance responsibility for approximately 24,000 trees to fronting property owners. (Explanatory Documents: DPW Fact Sheet and DPW FAQ) (Discussion and Possible Action)
6. **Tree of the Month Campaign.** The Committee will discuss program planning for the Tree of the Month campaign and make recommendations to the full Council. (Continued from the May 19, 2011 Meeting) (Explanatory Documents: Tree of the Month Program Plan and Tree of the Month Campaign Example) (Discussion and Possible Action)
7. **Review of Planning and Funding Committee Meeting Time and Location.** (Continued from the May 19, 2011 Meeting) (Discussion and Possible Action)
8. **Review of Goals and Objectives.** The Committee will review their goals and objectives and begin outlining projects for the upcoming year. (Continued from the May 19, 2011 Meeting)

Department of the Environment, City and County of San Francisco
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(Explanatory Documents: Article 16 of the Public Works Code, Section 803 and Chapter 12 of the Environment Code) (Discussion)

9. **Improper Pruning and Unpermitted Tree Removal.** The Committee will discuss ways to outreach to the Police Department regarding how to respond to improper pruning and un-permitted removal of public trees. (Continued from the May 19, 2011 Meeting) (Explanatory Document: Reporting Emergency Tree Issues to the City) (Discussion and Possible Action)
10. **New Business/Future Agenda Items.** (Discussion)
11. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
12. **Adjournment.**

The next Planning and Funding Committee meeting is scheduled for Thursday, July 21, 2011 at 4:15 p.m., City Hall, Room 421.

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

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1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

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Posted: June 10, 2011

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

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REGULAR MEETING
DRAFT MINUTES

Thursday, June 16, 2011, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Chris Buck (Chair), Maria D'Agostino, Dan Flanagan, Daniel Sider and Andrew Sullivan

Order of Business

1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee Meeting convened at 4:21 p.m. Present: Committee Members Buck, D'Agostino (4:42 p.m.), Sider and Sullivan; Excused: Member Flanagan.

2. **Committee Chair Appointment.** (Discussion and Action) This agenda item was continued to the July 21, 2011 meeting.

3. **Approval of Minutes of the March 17 and May 19, 2011 Urban Forestry Council Planning and Funding Committee Regular Meetings.** (Explanatory Document: March 17 and May 19, 2011 Draft Minutes) (Discussion and Action) Upon Motion by Chair Buck, second by Member Sider, the March 17 and May 19, 2011 Meeting Minutes were approved without objection (AYES: Members Buck, Sider and Sullivan; Absent; Member D'Agostino).

4. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. Ms. Jeanne Quock stated that she was in attendance at the meeting to see what the Council is

about. She stated that she is pursuing an ongoing issue that some community members have with the University of San Francisco and a fence that was placed within the public right of way on Golden Gate Avenue without an encroachment permit and impact to trees. Chair Buck explained the process and permits required by the Department of Public Works to remove street trees legally.

5. **Department of Public Works (DPW) Tree Maintenance Transfer Plan.** Due to proposed budget cuts, DPW proposes transferring maintenance responsibility for approximately 24,000 trees to fronting property owners. (Explanatory Documents: DPW Fact Sheet and DPW FAQ) (Discussion and Possible Action)

   A discussion was held on the Committee's position on the Department of Public Work's proposal to transfer street tree maintenance responsibilities to fronting property owners due to budget cuts. The consensus was that a better long-term plan should be identified for the health of the urban forest and to maintain work that has been accomplished through City programs to date. Upon Motion by Member Sullivan, second by Member D'Agostino, Committee Members directed the Council Coordinator to draft Resolution language based on input provided at today's meeting for the Council to consider at its June 28, 2011 meeting (AYES: Committee Members Buck, D'Agostino, Sider and Sullivan; Absent; Member Flanagan).

6. **Tree of the Month Campaign.** The Committee will discuss program planning for the Tree of the Month campaign and make recommendations to the full Council. (Continued from the May 19, 2011 Meeting) (Explanatory Documents: Tree of the Month Program Plan and Tree of the Month Campaign Example) (Discussion and Possible Action)

   Committee Members discussed concerns about working on this campaign at a time of budget and staff shortages. A discussion was held about the feasibility of forming a working group to work on the campaign. This agenda item was continued to the July 21, 2011Planning and Funding Committee meeting.

7. **Review of Planning and Funding Committee Meeting Time and Location.** (Continued from the May 19, 2011 Meeting) (Discussion and Possible Action)

   Committee members discussed the possibility of changing the Committee meeting to the first Tuesday of each month at 11:00 a.m. based on all Committee members' and meeting room availability. Changing the meeting time and or location would require a Bylaws change to be voted on by the full Council and a 15-day notice. This agenda item was continued to the July 21, 2011 meeting.

8. **Review of Goals and Objectives.** The Committee will review its goals and objectives and begin outlining projects for the upcoming year. (Continued from the May 19, 2011 Meeting) (Explanatory Documents: Article 16 of the Public Works Code, Section 803 and Chapter 12 of the Environment Code, and Review of Council Goals Outline) (Discussion)

   Committee Members reviewed the Council Goals Outline document that includes goals set forth by Environment Code Chapter 12 and Article 16 of the Public Works Code, and Council achievements and actions to date on those goals. The three major areas of goals that were identified include policy, reporting, public education and outreach. It was suggested that Council members review the list of accomplishments and identify actions and next steps to move goals forward. It was pointed out that several of the goals outlined require annual review. Council Coordinator Hui suggested that each Council Member review the outlined list and provide two ideas for action items.

   Chair Buck discussed the possibility of Council involvement in DPW and Board of Permit Appeal tree hearings. He indicated that he would bring a list of tree appeals to a future Planning and Funding Committee meeting for discussion.

   This agenda item was continued to the July 21, 2011 Planning and Funding Committee meeting for further discussion.

9. **Improper Pruning and Unpermitted Tree Removal.** The Committee will discuss ways to outreach to the Police Department regarding how to respond to improper pruning and un-permitted removal of public trees. (Continued from the May 19, 2011 Meeting) (Explanatory Document: Reporting Emergency Tree Issues to the City) (Discussion and Possible Action)

   This agenda item was continued to the call of the Chair.

   Public Comment: Ms. Jeanne Quock inquired about the Police Department's involvement with trees. Chair Buck explained that the Police Department has the ability to respond to calls involving trees, such as illegal tree removals or improper pruning. This agenda item is intended to provide the Police Department with instructions on how to respond to these calls.

10. **New Business/Future Agenda Items.** (Discussion) Member D'Agostino suggested a future discussion on urban wood reutilization. Chair Buck stated that he would not be in attendance for the July 21, 2011 meeting.

11. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

12. **Adjournment.** The Planning and Funding Committee meeting adjourned at 6:04 p.m.

The next Planning and Funding Committee meeting is scheduled for Thursday, July 21, 2011 at 4:15 p.m., City Hall, Room 421.

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Respectfully submitted by,

Monica Fish, Council Secretary

Approved:

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
APPROVED MINUTES

Thursday, June 16, 2011, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Chris Buck (Chair), Maria D'Agostino, Dan Flanagan, Daniel Sider and Andrew Sullivan

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12. **Adjournment.** The Planning and Funding Committee meeting adjourned at 6:04 p.m.

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Respectfully submitted by,

Monica Fish, Council Secretary

Approved: August 18, 2011

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

SAN FRANCISCO
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

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CANCELLED MEETING NOTICE
THURSDAY, JULY 21, 2011, 4:15 P.M.
ROOM 421, CITY HALL
ONE DR. CARLTON B. GOODLETT JR. PLACE
SAN FRANCISCO, CA 94102

The Urban Forestry Council Planning and Funding Committee's Regular Meeting of Thursday, July 21, 2011 at 4:15 p.m. has been **CANCELLED**. The next regular meeting is scheduled for **Thursday, August 18, 2011 at 4:15 p.m.** and will be held at City Hall, Room 421, One Dr. Carlton B. Goodlett Jr. Place, San Francisco, CA 94102. An agenda will be prepared and distributed at least 72 hours prior to the next scheduled meeting. For additional information or to be placed on the agenda mailing list, please contact Monica Fish, Commission Secretary, at (415) 355-3709, by email Monica.Fish@sfgov.org or Mei Ling Hui, Urban Forestry Council Coordinator at (415) 355-3731, or by email at MeiLing.Hui@sfgov.org. Agendas may also be accessed on the Urban Forestry Council's website https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee.

Posted: July 11, 2011

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

Regular Meeting Notice and Agenda
Thursday, August 18, 2011, 4:15 P.M.

City Hall, Room 421
One Dr. Carlton B. Goodlett Place,
San Francisco, CA 94102

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Committee Members: Chris Buck (Chair), Maria D'Agostino, Dan Flanagan, Daniel Sider, and Andrew Sullivan

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Committee Chair Appointment.** (Continued from the June 16, 2011 Meeting)(Discussion and Action)
3. **Approval of Minutes of the June 16, 2011 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: June 16, 2011Draft Minutes) (Discussion and Action)
4. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
5. **Update on the Department of Public Works (DPW) Tree Maintenance Transfer Plan and potential for Urban Forestry Council Involvement.** Speaker: Chair Buck (Discussion and Possible Action)
6. **Planning for 2011 Urban Forestry Council Annual Report and Survey Revisions.** Speakers: Member D'Agostino and Council Coordinator Hui; (Discussion and Action)
7. **Update on the Lower 24th Street Groves of Trees.** Speaker: Member D'Agostino (Discussion)
8. **Van Ness Bus Rapid Transit Plan**—Committee Discussion of Potential Urban Forestry Council Position on Plan. (Discussion and Possible Action)
9. **Tree of the Month Campaign.** The Committee will discuss program planning for the Tree of the Month campaign and make recommendations to the full Council. (Continued from the June 16, 2011 Meeting) (Explanatory Documents: Tree of the Month Program Plan and Tree of the Month Campaign Example) (Discussion and Possible Action)

Department of the Environment, City and County of San Francisco
11 Grove Street, San Francisco, CA 94102
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10. **Review of Planning and Funding Committee Meeting Time and Location.** (Continued from the June 16, 2011 Meeting) (Discussion and Possible Action)
11. **Review of Goals and Objectives.** The Committee will review their goals and objectives and begin outlining projects for the upcoming year. (Continued from the June 16, 2011 Meeting) (Explanatory Documents: Article 16 of the Public Works Code, Section 803 and Chapter 12 of the Environment Code, Review of Council Goals, Objectives, and Accomplishments) (Discussion and Possible Action)
12. **New Business/Future Agenda Items.** (Discussion)
13. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
14. **Adjournment.**

The next Planning and Funding Committee meeting is scheduled for Thursday, September 15, 2011 at 4:15 p.m., City Hall, Room 421.

Public Comment

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Posted: August 12, 2011

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
DRAFT MINUTES

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AUG 29 2011

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Thursday, August 18, 2011, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Chris Buck (Chair), Maria D'Agostino, Dan Flanagan, Daniel Sider and Andrew Sullivan

Order of Business

1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee Meeting convened at 4:34 p.m. Present: Committee Members Buck, D'Agostino, and Sider; Absent: Members Flanagan and Sullivan.

2. **Committee Chair Appointment.** (Continued from the June 16, 2011 Meeting)(Discussion and Action) Chair Buck agreed to remain Committee Chair.

3. **Approval of Minutes of the June 16, 2011 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: June 16, 2011Draft Minutes) (Discussion and Action) Upon Motion by Member D'Agostino, second by Chair Buck, the June 16, 2011 Meeting Minutes were approved without objection (AYES: Members Buck, D'Agostino and Sider; Absent: Members Flanagan and Sullivan).

4. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

5. **Update on the Department of Public Works (DPW) Tree Maintenance Transfer Plan and potential for Urban Forestry Council Involvement.** Speaker: Chair Buck (Discussion and Possible Action)

   Committee Chair Buck, Urban Forestry Inspector for DPW, reported that Urban Forester Carla Short would be making a presentation to the full Council on its Tree Maintenance Transfer Plan at its August 23 meeting. Chair Buck reported that due to funding shortages, DPW does plan at this time to move ahead with relinquishing tree maintenance responsibility of 6000 trees to property owners by June of next fiscal year as a first round of relinquishment. He expressed DPW's concerns that if this plan were to move forward, it could affect the health of the trees due to maintenance irregularity and pose safety problems. The Public Works Ordinance does outline a process for relinquishing maintenance responsibility to property owners. He discussed public concerns, tree documentation, and notification process to property owners and the public if this plan were to move forward. An outside contractor would be hired to help document trees, mail notices and post them on trees. Committee Members discussed the Council's Resolution opposing this plan and questioned the cost of work associated with the relinquishment process.

   Public Comment: Mr. Frank Mason spoke on behalf of himself and neighborhood residents against the Department of Public Work's (DPW) plan to relinquish or assess a fee for tree maintenance, especially for (1) people who did not want to have a tree planted adjacent to their homes as part of DPW's tree planting programs; and (2) senior citizens and others who may not have the ability to maintain trees or afford the cost of maintenance. He noted that the 2008 letter that property owners received from DPW stating that DPW would be responsible for watering and the long-term maintenance of trees planted as part of its tree-planting program did not mention an appeal process. He also stated his concern that the tree's planting location is jeopardizing the emergency exit of the home of his family member. Chair Buck stated there has been discussion that if relinquishment moves forward, trees that were part of the tree planting program may be the last to be relinquished and/or may not have the ability to be relinquished.

6. **Planning for 2011 Urban Forestry Council Annual Report and Survey Revisions.** Speakers: Member D'Agostino and Council Coordinator Hui (Explanatory Document: Annual Report Survey Revisions)(Discussion and Action)

   Chair D'Agostino reported that in order to gather quantitative as well as qualitative data for the 2011 Annual Report, the work group of Members Costello, D'Agostino, Vargas, and Coordinator Hui are recommending survey revisions for the Committee's review and approval (explanatory document: Annual Report Survey Revisions). Committee Members stated that the goal is for the Urban Forestry Council to produce the report and analyze trends and make policy recommendations. Council Members will be asked to participate in facilitating the survey to agencies that did not previously respond. Chair D'Agostino motioned to recommend the Annual Report Survey revisions to the full Council for review and approval at its August 23, 2011 meeting without objection. Council Coordinator Hui asked Committee Members to send her suggestions for additional agencies, organizations, and contacts to add to the survey contact list.

7. **Update on the Lower 24th Street Groves of Trees.** Speaker: Member D'Agostino (Discussion)

Chair Buck provided an update on Ms. Berkowitz's public comment concerns made at the June 28, 2011 Urban Forestry Council meeting (1) that the Lower 24th Street groves of trees were potentially slated for removal; and (2) about the selection of replacement tree species that would be made by DPW for trees being removed. He reported that the Lower 24th Street Neighborhood Association had held its second meeting to discuss the selection of replacement species for Ficus trees that were being removed because they had been in severe decline and damaging sidewalks. The neighborhood association was gathering information from Mission merchants and neighbors on selection of replacement tree species.

Chair Buck pointed out that there would not be a large-scale removal of trees, and only trees that were in severe decline with no potential of rebounding were being considered for removal and replacement with another tree. A public notification process would be facilitated. Currently, DPW is replacing the Ficus with Brisbane Box trees that are more suitable for the area and cause less sidewalk damage. Replacement trees such as the ginkgo or red maple are the lead contenders. Chair Buck and Member D'Agostino reported that they had communicated with Ms. Berkowitz in order to allay her concerns.

Public Comment: Mr. Frank Mason inquired about the gender of the Ginkgo trees that were being considered and the pollen involved. He discussed his experience with Ginkgo trees shedding their leaves in spring and fall. Chair Buck reported that male Ginkgos are being considered because of female fruit drop issues and discussed concerns with their slow growth. Member D'Agostino reported that she is not aware of severe pollen allergens associated with male Ginkgos. Chair Buck reported that the lead species being considered are Ginkgo and Red Maple.

8. **Van Ness Bus Rapid Transit Plan**—Committee Discussion of Potential Urban Forestry Council Position on Plan. (Explanatory Documents: Feasibility Study Link: http://www.sfcta.org/content/view/425/252 and May 2011 Presentation to Urban Forestry Council) (Discussion and Possible Action)

Member D'Agostino reported that the Van Ness Bus Rapid Transit Plan's public hearing scheduled for July 26 was postponed until the Environmental Impact Report is complete. She stated that she is reviewing this Plan as a personal project and asked if others on the Council would be interested in forming a Working Group to review the Plan's potential impacts on trees and write a letter of support or Resolution on one of the propositions. A suggestion was made for the Project Sponsor to provide a report on the potential impact of trees in the median. A report on this agenda item would be provided to the full Council at its August 23, 2011 meeting under Chair's Report or New Business.

9. **Tree of the Month Campaign.** The Committee will discuss program planning for the Tree of the Month campaign and make recommendations to the full Council. (Continued from the June 16, 2011 Meeting) (Explanatory Documents: Tree of the Month Program Plan) (Discussion and Possible Action)

Member D'Agostino suggested that the Tree of the Month campaign and the Annual Recommended Street Tree List be incorporated into a Street Tree Guide pamphlet. She presented an example of the City of Davis Street Tree Guide that was produced by PG&E in collaboration with the City of Davis, PG&E, and the California Center for Urban Horticulture. A discussion was held about forming a Working Group to work on the guide for San Francisco and potential participants. An agenda item to discuss the Recommended Street Tree List, Guide, and Tree of the Month Campaign would be scheduled for the August 23, 2011 Urban Forestry Council meeting.

10. **Review of Planning and Funding Committee Meeting Time and Location.** (Continued from the June 16, 2011 Meeting) (Discussion and Possible Action)

    This agenda item was continued to the September 15, 2011 meeting.

11. **Review of Goals and Objectives.** The Committee will review their goals and objectives and begin outlining projects for the upcoming year. (Continued from the June 16, 2011 Meeting) (Explanatory Documents: Article 16 of the Public Works Code, Section 803 and Chapter 12 of the Environment Code, Review of Council Goals, Objectives, and Accomplishments) (Discussion and Possible Action)

    This agenda item was moved to the Urban Forestry Council Meeting on August 23, 2011.

12. **New Business/Future Agenda Items.** (Discussion) This agenda item was not heard due to a loss of quorum.

13. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present for this agenda item.

14. **Adjournment.** The Planning and Funding Committee meeting adjourned at 6:02 p.m. due to a loss of quorum.

The next Planning and Funding Committee meeting is scheduled for Thursday, September 15, 2011 at 4:15 p.m., City Hall, Room 421.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the attachments with each meeting minutes posted online https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee, or upon request to the Council Secretary at the address listed above, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Respectfully submitted by,
Monica Fish, Council Secretary
Approved:

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
APPROVED MINUTES

Thursday, August 18, 2011, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Chris Buck (Chair), Maria D'Agostino, Dan Flanagan, Daniel Sider and Andrew Sullivan

Order of Business

1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee Meeting convened at 4:34 p.m. Present: Committee Members Buck, D'Agostino, and Sider; Absent: Members Flanagan and Sullivan.

2. **Committee Chair Appointment.** (Continued from the June 16, 2011 Meeting)(Discussion and Action) Chair Buck agreed to remain Committee Chair.

3. **Approval of Minutes of the June 16, 2011 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: June 16, 2011Draft Minutes) (Discussion and Action) Upon Motion by Member D'Agostino, second by Chair Buck, the June 16, 2011 Meeting Minutes were approved without objection (AYES: Members Buck, D'Agostino and Sider; Absent: Members Flanagan and Sullivan).

4. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

5. **Update on the Department of Public Works (DPW) Tree Maintenance Transfer Plan and potential for Urban Forestry Council Involvement.** Speaker: Chair Buck (Discussion and Possible Action)

   Committee Chair Buck, Urban Forestry Inspector for DPW, reported that Urban Forester Carla Short would be making a presentation to the full Council on its Tree Maintenance Transfer Plan at its August 23 meeting. Chair Buck reported that due to funding shortages, DPW does plan at this time to move ahead with relinquishing tree maintenance responsibility of 6000 trees to property owners by June of next fiscal year as a first round of relinquishment. He expressed DPW's concerns that if this plan were to move forward, it could affect the health of the trees due to maintenance irregularity and pose safety problems. The Public Works Ordinance does outline a process for relinquishing maintenance responsibility to property owners. He discussed public concerns, tree documentation, and notification process to property owners and the public if this plan were to move forward. An outside contractor would be hired to help document trees, mail notices and post them on trees. Committee Members discussed the Council's Resolution opposing this plan and questioned the cost of work associated with the relinquishment process.

   Public Comment: Mr. Frank Mason spoke on behalf of himself and neighborhood residents against the Department of Public Work's (DPW) plan to relinquish or assess a fee for tree maintenance, especially for (1) people who did not want to have a tree planted adjacent to their homes as part of DPW's tree planting programs; and (2) senior citizens and others who may not have the ability to maintain trees or afford the cost of maintenance. He noted that the 2008 letter that property owners received from DPW stating that DPW would be responsible for watering and the long-term maintenance of trees planted as part of its tree-planting program did not mention an appeal process. He also stated his concern that the tree's planting location is jeopardizing the emergency exit of the home of his family member. Chair Buck stated there has been discussion that if relinquishment moves forward, trees that were part of the tree planting program may be the last to be relinquished and/or may not have the ability to be relinquished.

6. **Planning for 2011 Urban Forestry Council Annual Report and Survey Revisions.** Speakers: Member D'Agostino and Council Coordinator Hui (Explanatory Document: Annual Report Survey Revisions)(Discussion and Action)

   Chair D'Agostino reported that in order to gather quantitative as well as qualitative data for the 2011 Annual Report, the work group of Members Costello, D'Agostino, Vargas, and Coordinator Hui are recommending survey revisions for the Committee's review and approval (explanatory document: Annual Report Survey Revisions). Committee Members stated that the goal is for the Urban Forestry Council to produce the report and analyze trends and make policy recommendations. Council Members will be asked to participate in facilitating the survey to agencies that did not previously respond. Chair D'Agostino motioned to recommend the Annual Report Survey revisions to the full Council for review and approval at its August 23, 2011 meeting without objection. Council Coordinator Hui asked Committee Members to send her suggestions for additional agencies, organizations, and contacts to add to the survey contact list.

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   Chair Buck provided an update on Ms. Berkowitz's public comment concerns made at the June 28, 2011 Urban Forestry Council meeting (1) that the Lower 24th Street groves of trees were potentially slated for removal; and (2) about the selection of replacement tree species that would be made by DPW for trees being removed. He reported that the Lower 24th Street Neighborhood Association had held its second meeting to discuss the selection of replacement species for Ficus trees that were being removed because they had been in severe decline and damaging sidewalks. The neighborhood association was gathering information from Mission merchants and neighbors on selection of replacement tree species.

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   Member D'Agostino reported that the Van Ness Bus Rapid Transit Plan's public hearing scheduled for July 26 was postponed until the Environmental Impact Report is complete. She stated that she is reviewing this Plan as a personal project and asked if others on the Council would be interested in forming a Working Group to review the Plan's potential impacts on trees and write a letter of support or Resolution on one of the propositions. A suggestion was made for the Project Sponsor to provide a report on the potential impact of trees in the median. A report on this agenda item would be provided to the full Council at its August 23, 2011 meeting under Chair's Report or New Business.

9. **Tree of the Month Campaign.** The Committee will discuss program planning for the Tree of the Month campaign and make recommendations to the full Council. (Continued from the June 16, 2011 Meeting) (Explanatory Documents: Tree of the Month Program Plan) (Discussion and Possible Action)

Member D'Agostino suggested that the Tree of the Month campaign and the Annual Recommended Street Tree List be incorporated into a Street Tree Guide pamphlet. She presented an example of the City of Davis Street Tree Guide that was produced by PG&E in collaboration with the City of Davis, PG&E, and the California Center for Urban Horticulture. A discussion was held about forming a Working Group to work on the guide for San Francisco and potential participants. An agenda item to discuss the Recommended Street Tree List, Guide, and Tree of the Month Campaign would be scheduled for the August 23, 2011 Urban Forestry Council meeting.

10. **Review of Planning and Funding Committee Meeting Time and Location.** (Continued from the June 16, 2011 Meeting) (Discussion and Possible Action)

    This agenda item was continued to the September 15, 2011 meeting.

11. **Review of Goals and Objectives.** The Committee will review their goals and objectives and begin outlining projects for the upcoming year. (Continued from the June 16, 2011 Meeting) (Explanatory Documents: Article 16 of the Public Works Code, Section 803 and Chapter 12 of the Environment Code, Review of Council Goals, Objectives, and Accomplishments) (Discussion and Possible Action)

    This agenda item was moved to the Urban Forestry Council Meeting on August 23, 2011.

12. **New Business/Future Agenda Items.** (Discussion) This agenda item was not heard due to a loss of quorum.

13. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present for this agenda item.

14. **Adjournment.** The Planning and Funding Committee meeting adjourned at 6:02 p.m. due to a loss of quorum.

The next Planning and Funding Committee meeting is scheduled for Thursday, September 15, 2011 at 4:15 p.m., City Hall, Room 421.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the attachments with each meeting minutes posted online https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee, or upon request to the Council Secretary at the address listed above, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Respectfully submitted by,
Monica Fish, Council Secretary

Approved: September 15, 2011

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

Regular Meeting Notice and Agenda
Thursday, September 15, 2011, 4:15 P.M.

City Hall, Room 421
One Dr. Carlton B. Goodlett Place,
San Francisco, CA 94102

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Committee Members: Chris Buck (Chair), Maria D'Agostino, Dan Flanagan, Daniel Sider, and Andrew Sullivan

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the August 18, 2011 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: August 18, 2011Draft Minutes) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Review of Planning and Funding Committee Meeting Time and Location** (Continued from the August 18, 2011 Meeting) **and Proposal to Amend Meeting Schedule.** (Discussion and Possible Action)
5. **Review of Urban Forestry Council Annual Work Plan Meeting Framework.** The Committee will review the format of last year's Urban Forestry Council retreat to discuss its annual Work Plan and identify a plan for the format for this year's retreat. (Discussion)
6. **Urban Forestry Council Draft Resolution endorsing the San Francisco Recreation and Open Space Element of the General Plan for recommendation to the Urban Forestry Council.** (Explanatory Document: Draft Resolution Language) (Discussion and Action)
7. **New Business/Future Agenda Items.** (Discussion)
8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
9. **Adjournment.**

Department of the Environment, City and County of San Francisco
11 Grove Street, San Francisco, CA 94102
Telephone: (415) 355-3700 • Fax: (415) 554-6393

Email: environment@sfgov.org • sfurbanforestcouncil@sfgov.org * www.sfenvironment.org

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The next Planning and Funding Committee meeting is scheduled for Thursday, October 20, 2011 at 4:15 p.m., City Hall, Room 421.

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agendized item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council Planning and Funding Committee meetings will be held at City Hall, Room 421, One Dr. Carlton B. Goodlett Place, San Francisco, CA. City Hall meeting rooms are wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the

people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) or at the Planning and Funding Committee's meeting website **https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee** with each agenda or meeting minutes, (3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Planning and Funding Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the meeting website as attachments to the agenda or meeting minutes.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Posted: September 8, 2011

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

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REGULAR MEETING
DRAFT MINUTES

Thursday, September 15, 2011, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Chris Buck (Chair), Maria D'Agostino, Dan Flanagan, Daniel Sider and Andrew Sullivan

Order of Business

1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee Meeting convened at 4: 22 p.m. Present: Committee Members Buck, D'Agostino, Flanagan and Sider (4:25); Excused: Member Sullivan.

2. **Approval of Minutes of the August 18, 2011 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Documents: August 18, 2011Draft and Approved Minutes) (Discussion and Action) Upon Motion by Member D'Agostino, second by Chair Buck, the August 18, 2011 Meeting Minutes were approved without objection (AYES: Members Buck, D'Agostino and Flanagan; Absent: Members Sider and Sullivan).

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

   Mr. Frank Mason discussed his previous public testimony expressing concerns for the Department of Public Works tree relinquishment "one size fits all" policy that does not take into account the ability of seniors and other individuals to maintain trees on a long-term basis. He inquired why his property located in District 8 received a tree as part of the Department of Public Works tree

planting program when the 2008 Annual Tree Report published six months before cited a lack of funding and adequate staff available for tree maintenance. Mr. Mason also inquired who was responsible for the selection and location of trees for the Trees for Tomorrow campaign. He expressed his opposition to the tree relinquishment plan's initiative to fine people who do not maintain their street trees.

4. **Review of Planning and Funding Committee Meeting Time and Location** (Continued from the August 18, 2011 Meeting) **and Proposal to Amend Meeting Schedule.** (Discussion and Possible Action)

   Committee Members proposed issuing a Bylaws Amendment for the Council's consideration at its October 25, 2011 meeting to: (1) change the Planning and Funding Committee meeting from the third Thursday at 4:15 p.m. to the third Monday at 4:00 p.m., and (2) to amend the meeting schedule to not hold November Planning and Funding Committee meetings. A request was made to cancel the Thursday, October 20th meeting and hold a special meeting on Monday, October 17th at 4:00 p.m. Meeting room availability would be researched for the third Monday. (AYES: Committee Members Buck, D'Agostino, Flanagan, and Sider; Absent: Member Sullivan)

5. **Review of Urban Forestry Council Annual Work Plan Meeting Framework.** The Committee will review the format of last year's Urban Forestry Council retreat to discuss its annual Work Plan and identify a plan for the format for this year's retreat. (Explanatory Document: Summary of the Urban Forestry related sections of the Environmental Code and the Public Works Code, 2011 Strategic Plan Follow-up and Notes and 2011 Retreat Meeting Draft Notes) (Discussion)

   Committee Members discussed the framework of the Urban Forestry Council's 2010 retreat that focused on identifying the Council's purpose and mission statements, prioritizing Work Plan goals for 2011, obstacles to achieving goals, and methods to overcoming obstacles. The Urban Forestry related sections of the Environment Code and the Public Works Code was distributed for review as a reference point. The Council had previously selected its goals based on highest number of votes received and identified ways to achieve goals.

   For the selection of 2012 work plan goals, Council Members were asked to select their five top priorities for the coming year and ideas on how to achieve those goals. The due date for comments would be October 3, 2011. The Planning and Funding Committee at its October 17, 2011 meeting would identify the goals that received the highest votes. The Council at its December 9, 2011 meeting would hold its annual review of goals, select work plan goals, actions for accomplishing goals, review past accomplishments, and decide whether to carry over previous goals to the next year. This agenda item was continued to the October 17, 2011 Planning and Funding Committee meeting.

6. **Urban Forestry Council Draft Resolution endorsing the San Francisco Recreation and Open Space Element (ROSE) of the General Plan for recommendation to the Urban Forestry Council.** (Explanatory Document: Draft Resolution Language, Link to ROSE Plan: [illegible] and ROSE Summary of Objectives and Policies) (Discussion and Action)

Committee Members proposed Draft Resolution Language and amendments to the Recreation and Open Space Element Objectives and Policies for recommendation to the Council for consideration at its September 23, 2011 meeting. (Explanatory Documents: Draft Resolution and Attachment A to Draft Resolution)

Public Comment: Mr. Mason expressed his concern with security issues regarding ROSE Summary of Objectives and Policies, Policy 2.10 that states "Improve access to and level of activity provided at San Francisco reservoirs." Member D'Agostino explained that this Policy does not address urban forestry, so would not fall under the jurisdiction of the Urban Forestry Council. Member Sider suggested that Mr. Mason could also provide his comments on the ROSE plan at a meeting of the San Francisco Planning Commission.

7. **New Business/Future Agenda Items.** (Discussion)

Member Sider reported that the Planning Department is developing new protocols and paperwork to deal with improved implementation of street tree requirements applying to development projects. He stated that he would be sharing these documents with the Council at a future date. Documents include a checklist of requirements, tree disclosure affidavit and protection requirements, and request for waiver of requirements.

Public Comment: Mr. Mason discussed the lack of City resources and prioritization of City projects from a sociological perspective.

8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

9. **Adjournment.** The Planning and Funding Committee adjourned at 5:58 p.m.

The next Planning and Funding Committee meeting is scheduled for Thursday, October 20, 2011 at 4:15 p.m., City Hall, Room 421.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the attachments with each meeting minutes posted online https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee, or upon request to the Council Secretary at the address listed above, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Respectfully submitted by,
Monica Fish, Council Secretary

Approved:

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
APPROVED MINUTES

Thursday, September 15, 2011, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Chris Buck (Chair), Maria D'Agostino, Dan Flanagan, Daniel Sider and Andrew Sullivan

Order of Business

1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee Meeting convened at 4: 22 p.m. Present: Committee Members Buck, D'Agostino, Flanagan and Sider (4:25); Excused: Member Sullivan.

2. **Approval of Minutes of the August 18, 2011 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Documents: August 18, 2011Draft and Approved Minutes) (Discussion and Action) Upon Motion by Member D'Agostino, second by Chair Buck, the August 18, 2011 Meeting Minutes were approved without objection (AYES: Members Buck, D'Agostino and Flanagan; Absent: Members Sider and Sullivan).

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

   Mr. Frank Mason discussed his previous public testimony expressing concerns for the Department of Public Works tree relinquishment "one size fits all" policy that does not take into account the ability of seniors and other individuals to maintain trees on a long-term basis. He inquired why his property located in District 8 received a tree as part of the Department of Public Works tree

planting program when the 2008 Annual Tree Report published six months before cited a lack of funding and adequate staff available for tree maintenance. Mr. Mason also inquired who was responsible for the selection and location of trees for the Trees for Tomorrow campaign. He expressed his opposition to the tree relinquishment plan's initiative to fine people who do not maintain their street trees.

4. **Review of Planning and Funding Committee Meeting Time and Location** (Continued from the August 18, 2011 Meeting) **and Proposal to Amend Meeting Schedule.** (Discussion and Possible Action)

   Committee Members proposed issuing a Bylaws Amendment for the Council's consideration at its October 25, 2011 meeting to: (1) change the Planning and Funding Committee meeting from the third Thursday at 4:15 p.m. to the third Monday at 4:00 p.m., and (2) to amend the meeting schedule to not hold November Planning and Funding Committee meetings. A request was made to cancel the Thursday, October 20th meeting and hold a special meeting on Monday, October 17th at 4:00 p.m. Meeting room availability would be researched for the third Monday. (AYES: Committee Members Buck, D'Agostino, Flanagan, and Sider; Absent: Member Sullivan)

5. **Review of Urban Forestry Council Annual Work Plan Meeting Framework.** The Committee will review the format of last year's Urban Forestry Council retreat to discuss its annual Work Plan and identify a plan for the format for this year's retreat. (Explanatory Document: Summary of the Urban Forestry related sections of the Environmental Code and the Public Works Code, 2011 Strategic Plan Follow-up and Notes and 2011 Retreat Meeting Draft Notes) (Discussion)

   Committee Members discussed the framework of the Urban Forestry Council's 2010 retreat that focused on identifying the Council's purpose and mission statements, prioritizing Work Plan goals for 2011, obstacles to achieving goals, and methods to overcoming obstacles. The Urban Forestry related sections of the Environment Code and the Public Works Code was distributed for review as a reference point. The Council had previously selected its goals based on highest number of votes received and identified ways to achieve goals.

   For the selection of 2012 work plan goals, Council Members were asked to select their five top priorities for the coming year and ideas on how to achieve those goals. The due date for comments would be October 3, 2011. The Planning and Funding Committee at its October 17, 2011 meeting would identify the goals that received the highest votes. The Council at its December 9, 2011 meeting would hold its annual review of goals, select work plan goals, actions for accomplishing goals, review past accomplishments, and decide whether to carry over previous goals to the next year. This agenda item was continued to the October 17, 2011 Planning and Funding Committee meeting.

6. **Urban Forestry Council Draft Resolution endorsing the San Francisco Recreation and Open Space Element (ROSE) of the General Plan for recommendation to the Urban Forestry Council.** (Explanatory Document: Draft Resolution Language, Link to ROSE Plan: and ROSE Summary of Objectives and Policies) (Discussion and Action)

Committee Members proposed Draft Resolution Language and amendments to the Recreation and Open Space Element Objectives and Policies for recommendation to the Council for consideration at its September 23, 2011 meeting. (Explanatory Documents: Draft Resolution and Attachment A to Draft Resolution)

Public Comment: Mr. Mason expressed his concern with security issues regarding ROSE Summary of Objectives and Policies, Policy 2.10 that states "Improve access to and level of activity provided at San Francisco reservoirs." Member D'Agostino explained that this Policy does not address urban forestry, so would not fall under the jurisdiction of the Urban Forestry Council. Member Sider suggested that Mr. Mason could also provide his comments on the ROSE plan at a meeting of the San Francisco Planning Commission.

7. **New Business/Future Agenda Items.** (Discussion)

Member Sider reported that the Planning Department is developing new protocols and paperwork to deal with improved implementation of street tree requirements applying to development projects. He stated that he would be sharing these documents with the Council at a future date. Documents include a checklist of requirements, tree disclosure affidavit and protection requirements, and request for waiver of requirements.

Public Comment: Mr. Mason discussed the lack of City resources and prioritization of City projects from a sociological perspective.

8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

9. **Adjournment.** The Planning and Funding Committee adjourned at 5:58 p.m.

The next Planning and Funding Committee meeting is scheduled for Thursday, October 20, 2011 at 4:15 p.m., City Hall, Room 421.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the attachments with each meeting minutes posted online https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee, or upon request to the Council Secretary at the address listed above, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Respectfully submitted by,
Monica Fish, Council Secretary

Approved: October 17, 2011

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

***Rescheduled Meeting Notice and Agenda**
Monday, October 17, 2011, 4:00 p.m.

Department of the Environment Eco Center
11 Grove Street
San Francisco, CA 94102

***The Thursday, October 20, 2011 Regular Meeting of the Planning and Funding Committee that regularly meets at City Hall, Room 421 has been rescheduled to meet on Monday, October 17, 2011 at 4:00 p.m. at the Department of the Environment Eco Center, 11 Grove Street, San Francisco, CA 94102.**

Committee Members: Chris Buck (Chair), Maria D'Agostino, Dan Flanagan, Daniel Sider, and Andrew Sullivan

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the September 15, 2011Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: September 15, 2011Draft Minutes) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Review of Urban Forestry Council Annual Work Plan Meeting Framework.** (Discussion)
5. **Update on Urban Forestry Council Annual Report Progress and Next Steps.** Speaker: Council Coordinator Mei Ling Hui (Discussion)
6. **Review of Urban Forestry Council Bylaws.** (Explanatory Document: Council Bylaws) (Discussion)
7. **New Business/Future Agenda Items.** (Discussion)
8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
9. **Adjournment.**

Department of the Environment, City and County of San Francisco
11 Grove Street, San Francisco, CA 94102
Telephone: (415) 355-3700 • Fax: (415) 554-6393
Email: environment@sfgov.org • sfurbanforestcouncil@sfgov.org * www.sfenvironment.org

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The next Planning and Funding Committee meeting is scheduled for Monday, December 5, 2011 at 4:00 p.m. at City Hall, Room 421.

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agendized item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council Planning and Funding Committee meeting will be held at the Department of the Environment Eco Center, 11 Grove Street, San Francisco, CA. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

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Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the

Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

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Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

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When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Posted: October 7, 2011

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Mayor

MELANIE NUTTER
Director

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

*RESCHEDULED MEETING
APPROVED MINUTES

Monday, October 17, 2011, 4:00 p.m.
Department of the Environment Eco Center, 11 Grove Street
San Francisco, CA 94102

***The Thursday, October 20, 2011, 4:15 p.m. Urban Forestry Council Planning and Funding Committee meeting was rescheduled to Monday, October 17, 2011 at 4:00 p.m., and the location was changed from City Hall, Room 421, San Francisco, CA to the Department of the Environment Eco Center, 11 Grove Street, San Francisco.**

COMMITTEE MEMBERS: Chris Buck (Chair), Maria D'Agostino, Dan Flanagan, Daniel Sider and Andrew Sullivan

Order of Business

1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee meeting convened at 4:13 p.m. Present: Acting Chair D'Agostino, Members Flanagan, Sider and Sullivan. Excused: Chair Buck. Member D'Agostino served as Chair for this meeting.

2. **Approval of Minutes of the September 15, 2011Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory Document: September 15, 2011Draft Minutes) (Discussion and Action) Upon Motion by Acting Chair D'Agostino, second by Member Flanagan, the September 15, 2011 Meeting Minutes were approved without objection. (AYES: Members D'Agostino, Flanagan, Sider and Sullivan; Absent: Chair Buck)

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

4. **Review of Urban Forestry Council Annual Work Plan Meeting Framework.** (Explanatory Document: Urban Forestry Council Work Plan Goals with Council Member Priority Reponses) (Discussion)

   Committee Members discussed the results of input received from Council Members in response to the Annual Work Plan survey in order to prioritize work plan goals that are outlined in the San Francisco Environment and Public Works Codes. Members were asked to identify priorities and describe potential programs for each prioritized goal. Of the thirty-six policies that were ranked as listed in the "Urban Forestry Council Work Plan Goals with Council Member Priority Responses" document, three items were identified as priorities by most members with an additional four priorities identified by three members (see explanatory document: Urban Forestry Council Prioritized Work Plan Goals).

   A discussion was held on the process that the Council should take for selection of work plan goals at its October and December meetings. It was suggested that the Council at its October meeting discuss the annual work plan meeting framework and select two to four goals from the "Urban Forestry Council Prioritized Work Plan Goals." The December meeting would include a discussion of the Council's overall achievements and goals from last year, progress towards those goals, whether to carry goals forward and to discuss action items for the goals selected at the October meeting.

5. **Update on Urban Forestry Council Annual Report Progress and Next Steps.** (Explanatory Document: Annual Urban Forestry Report Survey Responses) Speaker: Council Coordinator Mei Ling Hui (Discussion)

   Council Coordinator Hui reported that one main survey had been sent to agencies and organizations that own or manage City trees, and an alternate survey was sent to organizations and agencies that support urban forest programming through policy, technical assistance, or funding. She reported on the number of responses received to both surveys and on follow-up that was accomplished and still required to those organizations that have not responded.

   Committee members discussed the timeframe for startup of work and final publication of the Annual Report. It was explained that the Environment Code requires that the report be delivered to the Board of Supervisors in September of each year. It was explained that last year's schedule was delayed because the organization of the survey had changed and new agencies were added, and that this year's report would also necessitate a delay to produce a better product.

   The Committee discussed the current process for finalizing the report. It was agreed that the agency response deadline would be set for November 11th, and an informal work group would meet to review the responses, work on report content, and discuss responding to agency questions included in reports. The Planning and Funding Committee would hold a review at its meeting in December.

   Public Comment: Mr. Frank Mason referred to the November 11th deadline date set for agency response and noted that it is Veteran's Day. He critiqued the Urban Forestry Plan for not including quantitative dollars associated with programs such as the Trees for Tomorrow Program and urban

forestry maintenance. He stated that the Annual Report survey responses do not include information on labor and material costs to maintain trees, and that there is no explanation of the Urban Forestry Council's relationship to the Department of the Environment, Public Works, and the Board of Supervisors, who passes the budget.

6. **Review of Urban Forestry Council Bylaws.** (Explanatory Document: Council Bylaws) (Discussion)

   Acting Chair D'Agostino referred to the Urban Forestry Council Bylaws Article 8, Section 5, Committees, describing the responsibilities of the Committee. Committee Members were asked to review this section on an annual basis and consider its applicability. This agenda item was continued to the December Planning and Funding Committee meeting for further discussion.

7. **New Business/Future Agenda Items.** (Discussion)

   Review of Urban Forestry Council Bylaws and Urban Forestry Council Annual Report agenda items were continued for discussion to the December meeting. Member Sider reported that the Planning Department's implementation of street tree requirements that apply to development projects may be scheduled for Committee discussion in the early part of next year. Acting Chair D'Agostino reported that she had received information from PG&E on the street tree brochure and requested a future discussion at the Committee, date to be determined. Council Coordinator Hui reported that annual adoption of the Recommended Street Tree List is held in January of each year and recommended a review of the list at the December Planning and Funding Committee meeting.

8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

9. **Adjournment.** The Urban Forestry Council Planning and Funding Committee meeting adjourned at 6:04 p.m.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the attachments with each meeting minutes posted online https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee, or upon request to the Council Secretary at the address listed above, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Respectfully submitted by,
Monica Fish, Council Secretary

Approved: December 5, 2011

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Mayor

MELANIE NUTTER
Director

City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

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*Rescheduled Meeting Notice Meeting Date, Time, and Location From Thursday, October 20, 2011 at 4:15 p.m. to Monday, October 17, 2011, 4:00 p.m.

New Meeting Location: San Francisco Department of the Environment 11 Grove Street, Eco Center San Francisco, CA 94102

Committee Members: Chris Buck (Chair), Maria D'Agostino, Dan Flanagan, Daniel Sider, and Andrew Sullivan

***The Thursday, October 20, 2011, 4:15 p.m. Urban Forestry Council Planning and Funding Committee meeting that regularly meets at City Hall, Room 421 has been RESCHEDULED to Monday, October 17, 2011 at 4:00 p.m. and will be held at the DEPARTMENT OF THE ENVIRONMENT ECO CENTER, 11 GROVE STREET, SAN FRANCISCO, CA 94102. An agenda will be available and posted online at least 72 hours before the meeting https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee/2011-meetings. For additional information or to be placed on the agenda mailing list, please contact Monica Fish, Council Secretary, at (415) 355-3709 or by email Monica.Fish@sfgov.org or contact Mei Ling Hui, Council Coordinator, at (415) 355-3731 or by email at Meiling.Hui@sfgov.org.**

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

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Regular Meeting Notice and Agenda
Monday, December 5, 2011, 4:00 p.m.

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City Hall, Room 421
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Committee Members: Chris Buck (Chair), Maria D'Agostino, Dan Flanagan, Daniel Sider, and Andrew Sullivan

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the October 17, 2011Urban Forestry Council Planning and Funding Committee Rescheduled Meeting.** (Explanatory Document: October 17, 2011Draft Minutes) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Update on Recommended Street Tree List and Street Tree Pamphlet Progress.** The Committee will be updated on Working Group recommendations for 2012. (Explanatory Document: Recommended Changes to Street Tree List) (Informal Report and Discussion) Speaker: Member D'Agostino
5. **Review of Urban Forestry Council Annual Work Plan Meeting Framework.** (Continued from the October 17, 2011 Meeting) (Discussion)
6. **Update on Urban Forestry Council Annual Report Progress and Next Steps.** (Continued from the October 17, 2011 Meeting) Speaker: Council Coordinator Mei Ling Hui (Discussion)
7. **Review of Urban Forestry Council Bylaws.** (Continued from the October 17, 2011 Meeting) (Explanatory Document: Council Bylaws) (Discussion)
8. **New Business/Future Agenda Items.** (Discussion)

Department of the Environment, City and County of San Francisco
11 Grove Street, San Francisco, CA 94102
Telephone: (415) 355-3700 • Fax: (415) 554-6393
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9. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
10. **Adjournment.**

Public Comment

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Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

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Posted: November 28, 2012

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Mayor

MELANIE NUTTER
Director

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DEPARTMENT OF THE ENVIRONMENT
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REGULAR MEETING
DRAFT MINUTES
Monday, December 5, 2011, 4:00 p.m.

City Hall, Room 421
San Francisco, CA 94102

COMMITTEE MEMBERS: Chris Buck (Chair), Maria D'Agostino, Dan Flanagan, Daniel Sider and Andrew Sullivan

Order of Business

1. **Call to Order and Roll Call.** The Urban Forestry Council meeting convened at 4:01 p.m. Present: Acting Chair D'Agostino, Members Flanagan and Sullivan. Excused: Chair Buck and Member Sider.

2. **Approval of Minutes of the October 17, 2011Urban Forestry Council Planning and Funding Committee Rescheduled Meeting.** (Explanatory Document: October 17, 2011Draft and Approved Minutes) (Discussion and Action) Upon Motion by Acting Chair D'Agostino, second by Member Flanagan, the October 17, 2011 Meeting Minutes were approved without objection (AYES: Members D'Agostino, Flanagan and Sullivan; Absent: Members Buck and Sider).

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

4. **Update on Recommended Street Tree List and Street Tree Pamphlet Progress.** The Committee will be updated on Working Group recommendations for 2012. (Explanatory Document: Recommended Changes to Street Tree List) (Informational Report and Discussion) Speaker: Member D'Agostino. Acting Chair D'Agostino reported that a work group meeting was held

with attendees from the Department of Public Works, Friends of the Urban Forest, The Urban Forestry Council, and Flora Grubb to identify criteria for making adjustments to the Recommended Street Tree List and build consensus for the selection of 15-20 trees that perform well in many San Francisco locations to include in the street tree brochure. A second work group meeting will be held in January to approve tree selections for recommendation to the Council at its January meeting. The pamphlet will be created by PG&E and made public after this process is complete. Next steps are to identify experimental trees to potentially add to the list at a future date and consider how to use the brochure as an advertising mechanism.

5. **Review of Urban Forestry Council Annual Work Plan Meeting Framework.** (Explanatory Document: Updated Prioritized Work Plan Goals)(Continued from the October 17, 2011 Meeting) (Discussion). Acting Chair D'Agostino reported that the Council at its October meeting reviewed three prioritized and four wildcard goals and selected goal 10 from the wildcard list to add to the prioritized list. Committee members identified a format for Council discussion and selection of action items for work plan goals at its December 9 meeting.

6. **Update on Urban Forestry Council Annual Report Progress and Next Steps.** (Explanatory Document: Agency Responses) (Continued from the October 17, 2011 Meeting) Speaker: Council Coordinator Mei Ling Hui (Discussion). Council Coordinator Hui reported on the increase of agencies that the Annual Report survey was sent to this year and increase in agency response. A work group meeting is scheduled on December 7 to review survey responses, identify how to best focus efforts of the Council on information received, and make plans to produce a better report the following year. The Council is scheduled to vote on approval of a draft report at its January meeting.

7. **Review of Urban Forestry Council Bylaws.** (Explanatory Document: Council Bylaws) (Continued from the October 17, 2011 Meeting) (Discussion) This agenda item was continued to the Call of the Chair.

8. **New Business/Future Agenda Items.** (Discussion) Member Flanagan announced that Friends of the Urban Forest had just learned that the Department of Public Works had implemented DocuSign, and that they would be interested in finding out if they can incorporate DocuSign into their process. Acting Chair D'Agostino suggested that the Council at a future meeting consider how to move forward on providing feedback on the Bus Rapid Transit (BRT) Plan.

9. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

10. **Adjournment.** The Planning and Funding Committee meeting adjourned at 4:55 p.m.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the attachments with each meeting minutes posted online https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee, or upon request to the Council Secretary at the address listed above, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

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Approved

REGULAR MEETING
APPROVED MINUTES
Monday, December 5, 2011, 4:00 p.m.

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City Hall, Room 421
San Francisco, CA 94102

COMMITTEE MEMBERS: Chris Buck (Chair), Maria D'Agostino, Dan Flanagan, Daniel Sider and Andrew Sullivan

Order of Business

1. **Call to Order and Roll Call.** The Urban Forestry Council meeting convened at 4:01 p.m. Present: Acting Chair D'Agostino, Members Flanagan and Sullivan. Excused: Chair Buck and Member Sider.

2. **Approval of Minutes of the October 17, 2011Urban Forestry Council Planning and Funding Committee Rescheduled Meeting.** (Explanatory Document: October 17, 2011Draft and Approved Minutes) (Discussion and Action) Upon Motion by Acting Chair D'Agostino, second by Member Flanagan, the October 17, 2011 Meeting Minutes were approved without objection (AYES: Members D'Agostino, Flanagan and Sullivan; Absent: Members Buck and Sider).

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

4. **Update on Recommended Street Tree List and Street Tree Pamphlet Progress.** The Committee will be updated on Working Group recommendations for 2012. (Explanatory Document: Recommended Changes to Street Tree List) (Informational Report and Discussion) Speaker: Member D'Agostino. Acting Chair D'Agostino reported that a work group meeting was held

with attendees from the Department of Public Works, Friends of the Urban Forest, The Urban Forestry Council, and Flora Grubb to identify criteria for making adjustments to the Recommended Street Tree List and build consensus for the selection of 15-20 trees that perform well in many San Francisco locations to include in the street tree brochure. A second work group meeting will be held in January to approve tree selections for recommendation to the Council at its January meeting. The pamphlet will be created by PG&E and made public after this process is complete. Next steps are to identify experimental trees to potentially add to the list at a future date and consider how to use the brochure as an advertising mechanism.

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9. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

10. **Adjournment.** The Planning and Funding Committee meeting adjourned at 4:55 p.m.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the attachments with each meeting minutes posted online https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee, or upon request to the Council Secretary at the address listed above, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.
Minutes Approved: January 23, 2012

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

*Rescheduled Meeting Notice
From Monday, January 2, 2012 at 4:00 p.m. to Monday, January 23, 2012 at 4:00 p.m.

Rescheduled Meeting Location: San Francisco Department of the Environment
11 Grove Street, Eco Center
San Francisco, CA 94102

Committee Members: Chris Buck (Chair), Maria D'Agostino, Dan Flanagan, Daniel Sider, and Andrew Sullivan

***The Monday, January 2, 2012, 4:00 p.m. Urban Forestry Council Planning and Funding Committee meeting that regularly meets at City Hall, Room 421 has been RESCHEDULED to Monday, January 23, 2012 at 4:00 p.m. and will be held at the DEPARTMENT OF THE ENVIRONMENT ECO CENTER, 11 GROVE STREET, SAN FRANCISCO, CA 94102. An agenda will be available and posted online at least 72 hours before the meeting https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee/2011-meetings. For additional information or to be placed on the agenda mailing list, please contact Monica Fish, Council Secretary, at (415) 355-3709 or by email Monica.Fish@sfgov.org or contact Mei Ling Hui, Council Coordinator, at (415) 355-3731 or by email at Meiling.Hui@sfgov.org.**

Posted: December 16, 2012

Department of the Environment, City and County of San Francisco
11 Grove Street, San Francisco, CA 94102
Telephone: (415) 355-3700 • Fax: (415) 554-6393
Email: environment@sfgov.org • sfurbanforestcouncil@sfgov.org * www.sfenvironment.org

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

***Rescheduled Meeting Notice and Agenda**
Monday, January 23, 2012, 4:00 p.m.
Department of the Environment Eco Center
11 Grove Street, San Francisco, CA 94102

NOTE: The Monday, January 2, 2012, 4:00 p.m. meeting that regularly meets at City Hall, Room 421 has been rescheduled to Monday, January 23, 2012 at 4:00 p.m. to be held at the Department of the Environment, Eco Center, 11 Grove Street, San Francisco, CA.

Committee Members: Chris Buck (Chair), Maria D'Agostino, Dan Flanagan, Daniel Sider, and Andrew Sullivan

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the December 5, 2011Urban Forestry Council Planning and Funding Committee Rescheduled Meeting.** (Explanatory Document: December 5, 2011Draft Minutes) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Review of the Urban Forestry Council's 2011 Annual Report for possible recommendation to the Urban Forestry Council.** The Committee will review and possibly approve the draft report for recommendation to the Council. (Explanatory Document: Draft 2011 Annual Report) (Discussion and Possible Action)
5. **Review of Urban Forestry Council Annual Work Plan Prioritized Goals and Action Items.** The Committee will start discussion on how to achieve the Council's prioritized goals. (Explanatory Document: Prioritized Action Items) (Discussion)
6. **Review of the Urban Forestry Council Ordinance (Environment Code Chapter 12, Section 1202) as it relates to membership and monthly meeting requirements.** (Explanatory Document: Environment Code Section 1202)(Discussion)

Department of the Environment, City and County of San Francisco
11 Grove Street, San Francisco, CA 94102
Telephone: (415) 355-3700 • Fax: (415) 554-6393
Email: environment@sfgov.org • sfurbanforestcouncil@sfgov.org * www.sfenvironment.org

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7. **Update on Recommended Street Tree List and Street Tree Pamphlet Progress.** The Committee will be updated on Working Group recommendations for changes to the 2012 Recommended Street Tree List and progress made on the Street Tree pamphlet. Speaker: Member D'Agostino (Continued from the December 5, 2011 meeting) (Informational Report and Discussion)
8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
9. **Adjournment.**

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agendized item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council Planning and Funding Committee meeting will be held at City Hall, Room 421, One Dr. Carlton B. Goodlett Jr. Place, San Francisco, CA, 94102. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) or at the Planning and Funding Committee's meeting website **https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee** with each agenda or meeting minutes, (3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Planning and Funding Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the meeting website as attachments to the agenda or meeting minutes.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Posted: January 18, 2012

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

*RESCHEDULED MEETING
DRAFT MINUTES
Monday, January 23, 2012, 4:00 p.m.

Department of the Environment Eco Center, 11 Grove Street
San Francisco, CA 94102

***NOTE: The Monday, January 2, 2012, 4:00 p.m. meeting that regularly meets at City Hall, Room 421 has been rescheduled to Monday, January 23, 2012 at 4:00 p.m. and was held at the Department of the Environment, Eco Center, 11 Grove Street, San Francisco, CA.**

COMMITTEE MEMBERS: Chris Buck (Chair), Maria D'Agostino, Dan Flanagan, Daniel Sider and Andrew Sullivan

Order of Business

1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee meeting convened at 4:05 p.m. Present: Chair Buck, Members D'Agostino, Sider (4:17) and Sullivan; Excused: Member Flanagan.

2. **Approval of Minutes of the December 5, 2011Urban Forestry Council Planning and Funding Committee Rescheduled Meeting.** (Explanatory Document: December 5, 2011Draft and Approved Minutes) (Discussion and Action). Upon motion by Member D'Agostino, second by Chair Buck, the December 5, 2011 Meeting Minutes were approved without objection (AYES: Members Buck, D'Agostino, and Sullivan; Absent: Members Flanagan and Sider).

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

Item 6 was heard before Items 4 and 5.

4. **Review of the Urban Forestry Council's 2011 Annual Report for possible recommendation to the Urban Forestry Council.** The Committee will review and possibly approve the draft report for recommendation to the Council. (Explanatory Documents: Original Draft 2011 Annual Report and two Draft Comments)(Discussion and Possible Action)

   Committee Members discussed the original Draft 2011 Annual Report and comments provided by Council Members D'Agostino and Vargas. Comments would be incorporated into a draft that would be worked on by the Annual Report Working Group and either reviewed by the Planning and Funding Committee at its February 6 meeting or presented to the full Council for approval at its February 28th meeting. Member Sider left the meeting during this agenda item.

5. **Review of Urban Forestry Council Annual Work Plan Prioritized Goals and Action Items.** The Committee will start discussion on how to achieve the Council's prioritized goals. (Explanatory Document: Prioritized Action Items) (Discussion)

   Committee Members suggested that the Council at its January 27 meeting begin to prepare a calendar of agency presentations for the year. The Committee discussed potential candidates for presentations that would be discussed with the Council. A discussion was held about creating an AdHoc Outreach Committee (working group) to set up meetings with the Board of Supervisors and Mayor's office Climate staff representative.

6. **Review of the Urban Forestry Council Ordinance (Environment Code Chapter 12, Section 1202) as it relates to membership and monthly meeting requirements.** (Explanatory Document: Environment Code Section 1202)(Discussion)

   The Committee discussed amending Environment Code Section 1202 to align the Code with the Council's actual meeting schedule and membership preferences for the Golden Gate National Recreation Area (GGNRA) representative seat. Recommendations would be made to change Section 3(d) where it states that "the Urban Forestry Council shall meet at least once a month" to "shall meet on a regular basis or as called for in the Council Bylaws." The discussion included changing membership requirements from the GGNRA representative to "GGNRA or Presidio Trust representative" and ways to retain or name a successor to the Redevelopment Agency seat due to dissolution of the agency in February. Next steps would be (1) for the Committee to ensure that there is agreement and buy-in amongst the agencies, (2) then work on drafting a Resolution recommending these amendments to the Ordinance, Environment Code Chapter 12, for recommendation to the Council, and (3) to work with the Department's legal counsel on drafting changes to the Ordinance. This agenda item was continued to the Call of the Chair.

7. **Update on Recommended Street Tree List and Street Tree Pamphlet Progress.** The Committee will be updated on Working Group recommendations for changes to the 2012 Recommended Street Tree List and progress made on the Street Tree pamphlet. Speaker: Member D'Agostino (Continued from the December 5, 2011 meeting) (Informational Report and Discussion)

Member D'Agostino announced that the Street Tree Work Group would be meeting on Thursday to discuss edits to the Recommended Street Tree List. The Council would be asked to review at its January 27 meeting either a new or previous Recommended Street Tree List in order to gather feedback.

8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

9. **Adjournment.** Before adjourning, Member D'Agostino requested that the next Planning and Funding Committee include a review of Casey Trees Annual Report for Washington D.C. http://caseytrees.org/planning/advocacy-tools/tree-report-card/index.php for comparison purposes and information on Tree University online resource on boards and commissions http://www.treeboardu.org/ to help direct the Council's work. Chair Buck discussed the Department of Public Works tree relinquishment efforts and articles on this subject in SF Gate and SF Examiner. The Urban Forestry Council Planning and Funding Committee meeting adjourned at 5:58 p.m.

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

*RESCHEDULED MEETING
APPROVED MINUTES
Monday, January 23, 2012, 4:00 p.m.

Department of the Environment Eco Center, 11 Grove Street
San Francisco, CA 94102

***NOTE: The Monday, January 2, 2012, 4:00 p.m. meeting that regularly meets at City Hall, Room 421 has been rescheduled to Monday, January 23, 2012 at 4:00 p.m. and was held at the Department of the Environment, Eco Center, 11 Grove Street, San Francisco, CA.**

COMMITTEE MEMBERS: Chris Buck (Chair), Maria D'Agostino, Dan Flanagan, Daniel Sider and Andrew Sullivan

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Approved: March 5, 2012

SF Environment
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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

SAN FRANCISCO
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

CANCELLED MEETING NOTICE
MONDAY, FEBRUARY 6, 2012, 4:00 P.M.
SAN FRANCISCO CITY HALL, ROOM 421
SAN FRANCISCO, CA 94102

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cancelled

The Urban Forestry Council Planning and Funding Committee's Regular Meeting of **Monday, February 6, 2012** at 4:00 p.m. has been **CANCELLED**. The next regular meeting is scheduled for **Monday, March 5, 2012 at 4:00 p.m.** and will be held at City Hall, Room 421, One Dr. Carlton B. Goodlett Jr. Place, San Francisco, CA 94102. An agenda will be prepared and distributed at least 72 hours prior to the next scheduled meeting. For additional information or to be placed on the agenda mailing list, please contact Monica Fish, Commission Secretary, at (415) 355-3709, by email Monica.Fish@sfgov.org or Mei Ling Hui, Urban Forestry Council Coordinator at (415) 355-3731, or by email at MeiLing.Hui@sfgov.org. Agendas may also be accessed on the Urban Forestry Council's website https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee.

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Posted: January 30, 2012

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

Regular Meeting Notice and Agenda
Monday, March 5, 2012, 4:00 p.m.
City Hall, Room 421
San Francisco, CA 94102

Committee Members: Maria D'Agostino (Interim Chair), Chris Buck, Dan Flanagan, Daniel Sider, and Andrew Sullivan

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the January 23, 2012 Urban Forestry Council Planning and Funding Committee Rescheduled Meeting.** (Explanatory Document: January 23, 2012 Draft Minutes) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Press Release for the Urban Forestry Council's 2011 Annual Report.** The Committee will discuss the information to include in the press release. (Discussion and Possible Action)
5. **Urban Forestry Council Strategic Plan Implementation.** The Urban Forestry Council will discuss further implementation of the goals outlined in their 2012 strategic plan, including calendaring presentations from department and industry representatives, discussing participation in upcoming environmental and forestry events and campaigns, and establishing a protocol for meetings with Board of Supervisors and other policy body representatives, to make recommendations to the full Council. (Discussion and Possible Action)
6. **Review of amendments to the Urban Forestry Council Ordinance (Environment Code Chapter 12, Section 1202) as it relates to membership and monthly meeting requirements.** (Explanatory Document: Amended Environment Code Section 1202)(Discussion)
7. **New Business/Future Agenda Items.** (Discussion)
8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
9. **Adjournment.**

Department of the Environment, City and County of San Francisco
11 Grove Street, San Francisco, CA 94102
Telephone: (415) 355-3700 • Fax: (415) 554-6393

Email: environment@sfgov.org • sfurbanforestcouncil@sfgov.org * www.sfenvironment.org

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The next Planning and Funding Committee meeting is scheduled for Monday, April 2, 2012 at 5:00 p.m., City Hall, Room 421.

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agendized item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

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Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task

Force, Frank Darby, Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

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Other Important Information

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Posted: March 1, 2012

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Mayor

MELANIE NUTTER
Director

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
DRAFT MINUTES
Monday, March 5, 2012, 4:00 p.m.

City Hall, Room 421
One Dr. Carlton B. Goodlett Jr. Place,
San Francisco, CA 94102

COMMITTEE MEMBERS: Maria D'Agostino (Interim Chair), Chris Buck, Dan Flanagan, Daniel Sider and Andrew Sullivan

Order of Business

1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee meeting convened at 4:17 p.m. Chair D'Agostino appointed Member Costello as a temporary member for today's meeting. Coordinator Hui announced that Member Buck is no longer a member of the Committee. Present: Chair D'Agostino, Members Costello, Sider and Sullivan; Excused: Member Flanagan.

2. **Approval of Minutes of the January 23, 2012 Urban Forestry Council Planning and Funding Committee Rescheduled Meeting.** (Explanatory Document: January 23, 2012 Draft Minutes) (Discussion and Action) Upon Motion by Chair D'Agostino, second by Member Sullivan, the January 23, 2012 Meeting Minutes were approved without objection (AYES: Chair D'Agostino, Members Costello, Sider and Sullivan; Absent: Member Flanagan).

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

4. **Press Release for the Urban Forestry Council's 2011 Annual Report.** The Committee will discuss the information to include in the press release. (Discussion and Possible Action)

   Committee members suggested adding information to the Department of the Environment's press release issuing the Urban Forestry Council's 2011 Annual Report on three main points related to 2011 urban forestry activities (1) reduction in tree planting; (2) reduction in tree maintenance; and (3) that budget and staffing cuts were the reason for program reductions. Council Coordinator Hui reported that she would provide an update once the press release is drafted by the Department's Outreach team. Member Sider left the meeting at this time. Quorum was lost at 5:03 p.m. and regained at 5:14 p.m. when Member Sullivan rejoined the meeting.

5. **Urban Forestry Council Strategic Plan Implementation.** The Urban Forestry Council will discuss further implementation of the goals outlined in their 2012 strategic plan, including calendaring presentations from department and industry representatives, discussing participation in upcoming environmental and forestry events and campaigns, and establishing a protocol for meetings with Board of Supervisors and other policy body representatives, to make recommendations to the full Council. (Discussion and Possible Action)

   Chair D'Agostino and Coordinator Hui noted that the strategic plan as specified in the agenda language is referring to the Council's Work Plan. A discussion was held on calendaring presentations by (1) Mr. Peter Ehrlich on Presidio Trust urban forest management at the May Council meeting; and (2) presentations by Ms. Isabel Wade of Urban Resources System on the "Just One Tree" project; Coordinator Hui on San Francisco Environment's fruit tree planting project; and Department of Public Works on the gleaning project at the June meeting.

   Chair D'Agostino suggested cancelling the March full Council meeting because of a lack of response to new business at the Council's February full Council meeting and due to a lack of pressing business coming out of the Planning and Funding Committee. The Landmark Tree Committee will meet in April, and the three working groups will meet in April. A discussion was held on potential topics if a meeting were to be held that include (1) the bylaws requirement that members express their interest in running for office at the March Council meeting and members nominated shall be candidates for office; (2) presentation on the proposed new Recreation and Park Department bond as well as a status update on the existing park bond; (3) update on Planning and Funding Committee and working group discussions on the protocol for meetings with members of the Board of Supervisors and presenting a sign-up sheet for participation, and (4) Council participation in special events such as Earth Day, World Environment Day, and Sunday Streets. Member Sullivan suggested that messages that are sent to Council members requesting participation in upcoming events should contain a specific message on how members can participate.

6. **Review of amendments to the Urban Forestry Council Ordinance (Environment Code Chapter 12, Section 1202) as it relates to membership and monthly meeting requirements.** (Explanatory Document: Amended Environment Code Section 1202)(Discussion) Chair D'Agostino reported that input has not yet been received from Presidio Trust on the potential membership amendment. This agenda topic was "Continued to the Call of the Chair."

7. **New Business/Future Agenda Items.** (Discussion) Coordinator Hui reported that the Urban Forest Master Plan appears to be moving forward, and that a new staff member is in charge. She reported on the Commission on the Environment Policy Committee's interest in hearing a status update on the Plan at the Committee's March meeting. Chair D'Agostino discussed the potential of Committee or Council involvement with Children in Nature, a group engaged in public health and nature issues. She suggested calendaring the park bond discussion in May along with presentations on Presidio Trust urban forest work and/or the Urban Forest Master Plan if it was not heard at the Environment Commission's Policy Committee meeting in March.

8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

9. **Adjournment.** The Planning and Funding Committee meeting adjourned at 6:03 p.m.

The next Planning and Funding Committee meeting is scheduled for Monday, April 2, 2012 at 5:00 p.m., City Hall, Room 421.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the attachments with each meeting minutes posted online https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee, or upon request to the Council Secretary at the address listed above, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Approved:

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
APPROVED MINUTES
Monday, March 5, 2012, 4:00 p.m.

City Hall, Room 421
One Dr. Carlton B. Goodlett Jr. Place,
San Francisco, CA 94102

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2. **Approval of Minutes of the January 23, 2012 Urban Forestry Council Planning and Funding Committee Rescheduled Meeting.** (Explanatory Document: January 23, 2012 Draft Minutes) (Discussion and Action) Upon Motion by Chair D'Agostino, second by Member Sullivan, the January 23, 2012 Meeting Minutes were approved without objection (AYES: Chair D'Agostino, Members Costello, Sider and Sullivan; Absent: Member Flanagan).

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8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

9. **Adjournment.** The Planning and Funding Committee meeting adjourned at 6:03 p.m.

The next Planning and Funding Committee meeting is scheduled for Monday, April 2, 2012 at 5:00 p.m., City Hall, Room 421.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the attachments with each meeting minutes posted online https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee, or upon request to the Council Secretary at the address listed above, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Approved: April 2, 2012

City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

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Regular Meeting Notice and Agenda
Monday, April 2, 2012, 4:00 p.m.
City Hall, Room 421
San Francisco, CA 94102

Committee Members: Maria D'Agostino (Interim Chair), Dan Flanagan, Daniel Sider, and Andrew Sullivan

Order of Business
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1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the March 5, 2012 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: March 5, 2012 Draft Minutes) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Urban Forest Program Budget**. (Explanatory Document: Written Memo by David Assmann, Deputy Director) (Information and Discussion)
5. **Update on the Press Release for the Urban Forestry Council's 2011 Annual Report and Status of the 2011 Annual Report.** (Discussion)
6. **Urban Forestry Council Workflow Procedures.** (Discussion)
7. **Urban Forestry Council Work Plan Goals.** The Committee will discuss the status of last year's Work Plan goals. (Explanatory Document: Strategic Planning Process Work Plan Notes) (Discussion and Possible Action)
8. **Planning and Funding Committee Membership and Schedule.** (Discussion)
9. **New Business/Future Agenda Items.** (Discussion)
10. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
11. **Adjournment.**

The next Planning and Funding Committee meeting is scheduled for Monday, May 7, 2012 at 5:00 p.m., City Hall, Room 421.

Public Comment

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Posted: March 27, 2012

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Mayor

MELANIE NUTTER
Director

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
DRAFT MINUTES
Monday, April 2, 2012, 4:00 p.m.

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City Hall, Room 421
One Dr. Carlton B. Goodlett Jr. Place,
San Francisco, CA 94102

COMMITTEE MEMBERS: Maria D'Agostino (Interim Chair), Dan Flanagan, Daniel Sider and Andrew Sullivan

Order of Business

1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee meeting convened at 4:09 p.m. Present: Chair D'Agostino, Members Flanagan, and Sider. Absent: Member Sullivan.

2. **Approval of Minutes of the March 5, 2012 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: March 5, 2012 Draft Minutes) (Discussion and Action) Upon Motion by Chair D'Agostino, second by Member Flanagan, the March 5, 2012 Meeting Minutes were approved without objection (AYES: Chair D'Agostino, Members Flanagan and Sider; Absent: Member Sullivan).

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

4. **Urban Forest Program Budget**. (Explanatory Document: Written Memo by David Assmann, Deputy Director) (Information and Discussion) Chair D'Agostino reported on her discussions with Council supervisory and program staff to discuss work responsibilities and time allocations for Urban

Forestry Council work. Council Coordinator Hui reported on the restructuring of her work assignment from the Department of the Environment's Environmental Justice program to the Toxics Reduction program. Committee members discussed the decline of program funding available for Urban Forestry Council work and staffing as cited in the explanatory document. It was reported that the Council Coordinator's allocation to urban forestry work overall is limited to twelve hours a week, and the Council Secretary's staff time is limited to fourteen hours a month. Chair D'Agostino asked that Council Members be cognizant of the limited time that staff has assigned to the Council. Methods to regulate work would be discussed in agenda item 6.

5. **Update on the Press Release for the Urban Forestry Council's 2011 Annual Report and Status of the 2011 Annual Report.** (Discussion) Council Coordinator Hui reported on the release of the Urban Forestry Council's 2011 Annual Report and submittal to the Board of Supervisors and Mayor. Chair D'Agostino reported that Committee members previously discussed points to include in the Department's press release; however, a decision was made that the Council would issue the press release instead. Committee members discussed press release content and media structure. A working group would work on content that would be presented to the Planning and Funding Committee at its May 7 meeting for recommendation to the full Council. Coordinator Hui announced that there were corrections to the Annual Report that would be posted, but not resubmitted to the Mayor and Board of Supervisors.

6. **Urban Forestry Council Workflow Procedures.** (Discussion) Chair D'Agostino reported that she would meet with Coordinator Hui to discuss roles and responsibilities for Urban Forestry Council workflow. A discussion was held on new Committee assignments and Chairs and the possibility of revising the meeting schedule for the Planning and Funding Committee in order to secure a fifth member or hold special meetings. Chair D'Agostino reported on staffing and work being accomplished by the three groups working on the Annual Report, Recommended Street Tree List, and Board of Supervisors meetings. Committee members were asked to be responsible for timely attendance reporting for meetings, submittal of explanatory documents for public release, and request for agenda items. It was suggested that an internal calendar be created for this purpose. Coordinator Hui reported on the upcoming meeting between selected Council members and Supervisor Campos to discuss Urban Forestry Council business. A discussion was held on Urban Forestry Council talking points for Member Flanagan to discuss with Supervisors during his meetings about Friends of the Urban Forest work.

7. **Urban Forestry Council Work Plan Goals.** The Committee will discuss the status of last year's Work Plan goals. (Explanatory Document: 2010 Strategic Planning Process Follow-up and Notes) (Discussion and Possible Action) The Committee discussed the correlation and fulfillment of past Urban Forestry Council goals with current goals in order to identify what items should be added to current year goals. Council Coordinator Hui and Chair D'Agostino would create a prioritized list of merged action items from past and present goals for discussion at the next Planning and Funding Committee meeting.

8. **Planning and Funding Committee Membership and Schedule.** (Discussion) The Committee agreed to propose bylaws changes to the meeting schedule at the same time as proposed

changes to the Council membership structure for the proposed GGNRA/Presidio and Redevelopment Agency seats.

9. **New Business/Future Agenda Items.** (Discussion) Chair D'Agostino proposed a review of resources for running efficient Board meetings and lessons for Board assessment tools that she would bring to the next meeting. Member Sider reported on progress made on the Planning Department's revisions to the administrative process for implementing street tree requirements for development projects, and that a report would be issued in the near future.

10. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

11. **Adjournment.** The Planning and Funding Committee meeting adjourned at 5:03 p.m.

The next Planning and Funding Committee meeting is scheduled for Monday, May 7, 2012 at 5:00 p.m., City Hall, Room 421.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the attachments with each meeting minutes posted online https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/planning-funding-committee, or upon request to the Council Secretary at the address listed above, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Approved:

SF Environment
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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
APPROVED MINUTES
Monday, April 2, 2012, 4:00 p.m.

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City Hall, Room 421
One Dr. Carlton B. Goodlett Jr. Place,
San Francisco, CA 94102

COMMITTEE MEMBERS: Maria D'Agostino (Interim Chair), Dan Flanagan, Daniel Sider and Andrew Sullivan

Order of Business

1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee meeting convened at 4:09 p.m. Present: Chair D'Agostino, Members Flanagan, and Sider. Absent: Member Sullivan.

2. **Approval of Minutes of the March 5, 2012 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: March 5, 2012 Draft Minutes) (Discussion and Action) Upon Motion by Chair D'Agostino, second by Member Flanagan, the March 5, 2012 Meeting Minutes were approved without objection (AYES: Chair D'Agostino, Members Flanagan and Sider; Absent: Member Sullivan).

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

4. **Urban Forest Program Budget**. (Explanatory Document: Written Memo by David Assmann, Deputy Director) (Information and Discussion) Chair D'Agostino reported on her discussions with Council supervisory and program staff to discuss work responsibilities and time allocations for Urban

Forestry Council work. Council Coordinator Hui reported on the restructuring of her work assignment from the Department of the Environment's Environmental Justice program to the Toxics Reduction program. Committee members discussed the decline of program funding available for Urban Forestry Council work and staffing as cited in the explanatory document. It was reported that the Council Coordinator's allocation to urban forestry work overall is limited to twelve hours a week, and the Council Secretary's staff time is limited to fourteen hours a month. Chair D'Agostino asked that Council Members be cognizant of the limited time that staff has assigned to the Council. Methods to regulate work would be discussed in agenda item 6.

5. **Update on the Press Release for the Urban Forestry Council's 2011 Annual Report and Status of the 2011 Annual Report.** (Discussion) Council Coordinator Hui reported on the release of the Urban Forestry Council's 2011 Annual Report and submittal to the Board of Supervisors and Mayor. Chair D'Agostino reported that Committee members previously discussed points to include in the Department's press release; however, a decision was made that the Council would issue the press release instead. Committee members discussed press release content and media structure. A working group would work on content that would be presented to the Planning and Funding Committee at its May 7 meeting for recommendation to the full Council. Coordinator Hui announced that there were corrections to the Annual Report that would be posted, but not resubmitted to the Mayor and Board of Supervisors.

6. **Urban Forestry Council Workflow Procedures.** (Discussion) Chair D'Agostino reported that she would meet with Coordinator Hui to discuss roles and responsibilities for Urban Forestry Council workflow. A discussion was held on new Committee assignments and Chairs and the possibility of revising the meeting schedule for the Planning and Funding Committee in order to secure a fifth member or hold special meetings. Chair D'Agostino reported on staffing and work being accomplished by the three groups working on the Annual Report, Recommended Street Tree List, and Board of Supervisors meetings. Committee members were asked to be responsible for timely attendance reporting for meetings, submittal of explanatory documents for public release, and request for agenda items. It was suggested that an internal calendar be created for this purpose. Coordinator Hui reported on the upcoming meeting between selected Council members and Supervisor Campos to discuss Urban Forestry Council business. A discussion was held on Urban Forestry Council talking points for Member Flanagan to discuss with Supervisors during his meetings about Friends of the Urban Forest work.

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8. **Planning and Funding Committee Membership and Schedule.** (Discussion) The Committee agreed to propose bylaws changes to the meeting schedule at the same time as proposed

changes to the Council membership structure for the proposed GGNRA/Presidio and Redevelopment Agency seats.

9. **New Business/Future Agenda Items.** (Discussion) Chair D'Agostino proposed a review of resources for running efficient Board meetings and lessons for Board assessment tools that she would bring to the next meeting. Member Sider reported on progress made on the Planning Department's revisions to the administrative process for implementing street tree requirements for development projects, and that a report would be issued in the near future.

10. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

11. **Adjournment.** The Planning and Funding Committee meeting adjourned at 5:03 p.m.

The next Planning and Funding Committee meeting is scheduled for Monday, May 7, 2012 at 5:00 p.m., City Hall, Room 421.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the attachments with each meeting minutes posted online http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas or upon request to the Council Secretary at the address listed above, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Approved: May 7, 2012

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

Regular Meeting Notice and Agenda
Monday, May 7, 2012, 4:00 p.m.
City Hall, Room 421
San Francisco, CA 94102

Committee Members: Maria D'Agostino (Interim Chair), Dan Flanagan, Daniel Sider, and Andrew Sullivan

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the April 2, 2012 Urban Forestry Council Planning and Funding Committee Rescheduled Meeting.** (Explanatory Document: April 2, 2012 Draft Minutes) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Update on the Press Release for the Urban Forestry Council's 2011 Annual Report.** (Continued from the April 2, 2012 Meeting)(Explanatory Document: Draft Press Release)(Discussion and Possible Action)
5. **Urban Forestry Council Workflow Procedures.** (Continued from the April 2, 2012 Meeting) (Explanatory Document: Workflow Calendar)(Discussion)
6. **Update on the Meetings with Members of the Board of Supervisors.** The working group will update the Committee. (Discussion)
7. **Urban Forestry Council Organizational Assessment.** (Explanatory Document: Organizational Assessment)(Discussion)
8. **Update on Planning and Funding Committee Membership and Schedule.** (Continued from the April 2, 2012 Meeting) (Discussion)
9. **New Business/Future Agenda Items.** (Discussion)
10. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
11. **Adjournment.**

Department of the Environment, City and County of San Francisco
11 Grove Street, San Francisco, CA 94102
Telephone: (415) 355-3700 • Fax: (415) 554-6393
Email: environment@sfgov.org • sfurbanforestcouncil@sfgov.org * www.sfenvironment.org

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The next Planning and Funding Committee meeting is scheduled for Monday, June 4, 2012 at 5:00 p.m., City Hall, Room 421.

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agendized item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council Planning and Funding Committee meeting will be held at City Hall, Room 421, One Dr. Carlton B. Goodlett Jr. Place, San Francisco, CA, 94102. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task

Force, Frank Darby, Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) or at the Planning and Funding Committee's meeting website http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas with each agenda or meeting minutes, (3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Planning and Funding Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the meeting website as attachments to the agenda or meeting minutes.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Posted: May 1, 2012

05-15-12P04:24 RCVD

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

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REGULAR MEETING
DRAFT MINUTES
Monday, May 7, 2012, 4:00 p.m.

City Hall, Room 421
One Dr. Carlton B. Goodlett Jr. Place,
San Francisco, CA 94102

COMMITTEE MEMBERS: Maria D'Agostino (Interim Chair), Dan Flanagan, Daniel Sider and Andrew Sullivan

Order of Business

1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee meeting convened at 4:06 p.m. Present: Members D'Agostino, Flanagan and Sider; Excused: Member Sullivan.

2. **Approval of Minutes of the April 2, 2012 Urban Forestry Council Planning and Funding Committee Rescheduled Meeting.** (Explanatory Document: April 2, 2012 Approved Minutes) (Discussion and Action) Upon Motion by Chair D'Agostino, second by Member Sider, the April 2, 2012 Meeting Minutes were approved without objection (AYES: Members D'Agostino, Flanagan and Sider; Absent: Member Sullivan).

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

4. **Update on the Press Release for the Urban Forestry Council's 2011 Annual Report.** (Continued from the April 2, 2012 Meeting)(Discussion and Possible Action) Chair D'Agostino reported that the intent is for the Annual Report working group to meet and prepare a draft press release within the

next week or two for the full Council's review and approval at the May 25 meeting. If the group is not able to meet or prepare a press release by this timeframe, the Council would be asked for their approval for the group to forward the press release directly to the press.

5. **Urban Forestry Council Workflow Procedures.** (Continued from the April 2, 2012 Meeting) (Explanatory Document: Workflow Calendar)(Discussion) Chair D'Agostino led the discussion on Council and Committee workflow procedures discussing schedules for upcoming meetings, quorum checks, draft and final agendas, explanatory documents, and posting requirements. She discussed ways that members could efficiently report on their attendance at meetings and provide requests for agenda topics and relevant explanatory documents so that time spent by staff members and meetings are run more efficiently. She stated that the Planning and Funding Committee should serve as a mechanism for planning full Council agendas. The Workflow Calendar would be revised based on proposed revisions.

6. **Update on the Meetings with Members of the Board of Supervisors.** The working group will update the Committee. (Discussion)

   Chair D'Agostino reported that she and Members Costello and Sullivan met with Supervisor Campos to introduce Urban Forestry Council members and discuss current and future activities. She stated that he suggested that a presentation be made on the Council's Annual Report at the Board of Supervisors Neighborhood Services Committee. Chair D'Agostino suggested that Supervisors receive a list of Council Members and their professional affiliations, areas of expertise, and district of residence. Council Members would be asked to update the list at the May 25 Council meeting. Coordinator Hui agreed to set up future meetings with Board members and inform the working group of upcoming meetings. A point person from the working group would be identified for contact purposes. Chair D'Agostino would coordinate the presentation to the Board of Supervisors Committee on the Annual Report and future Board meetings with the working group.

7. **Urban Forestry Council Organizational Assessment.** (Explanatory Document: Organizational Assessment)(Discussion)

   Committee Members discussed the idea of preparing an organizational assessment survey for Council Members to fill out with questions relevant to the Council. The Organizational Assessment document was referenced as a guide to applicable questions. Member Flanagan stated that he would share a survey that his organization uses to survey members that would be reviewed and distributed to Council members. This agenda item would be scheduled for discussion at the May 25, 2012 Urban Forestry Council meeting in order to select questions relevant to the group and would then be distributed to the group by the "survey monkey" program.

8. **Update on Planning and Funding Committee Membership and Schedule.** (Continued from the April 2, 2012 Meeting) (Discussion) Committee members discussed the possibility of members serving on more than one Committee. It was announced that Member Sherwin or Sutherland may be interested in participating in the Planning and Funding Committee in the future or that

Member Hillson could serve as a temporary member. A future discussion will be held about member interest and Committee schedule based on members' availability for meetings.

. **New Business/Future Agenda Items.** (Discussion) Coordinator Hui was commended for leading a tour of San Francisco landmark trees. Future agenda topics discussed include (1) presentation by Member Buck on discussions between the Department of Public Works and California Pacific Medical Center on development plans and plans for trees; (2) how the Council can best provide recommendations on the Van Bess BRT Plan; (3) Urban Forest Master Plan presentation to the Council (June); (4) Friends of the Urban Forest presentation on street trees in San Francisco and best practices; (5) presentation by Mr. Phil Evans, Landscape Coordinator, on San Francisco State University's Urban Forest Master Plan (December); and (6) Recreation and Park bonds (June or August).

0. Public Comments: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

1. Adjournment. The Planning and Funding Committee meeting adjourned at 5:29 p.m.

he next Planning and Funding Committee meeting is scheduled for Monday, June 4, 2012 at 5:00 .m., City Hall, Room 421.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 1 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) or at the Planning and Funding Committee's meeting website http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas posted with each agenda or meeting minutes, (3) upon request to the Council Secretary at the above address, elephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org within three business days of a meeting.

Approved:

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
APPROVED MINUTES
Monday, May 7, 2012, 4:00 p.m.

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City Hall, Room 421
One Dr. Carlton B. Goodlett Jr. Place,
San Francisco, CA 94102

COMMITTEE MEMBERS: Maria D'Agostino (Interim Chair), Dan Flanagan, Daniel Sider and Andrew Sullivan

Order of Business

1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee meeting convened at 4:06 p.m. Present: Members D'Agostino, Flanagan and Sider; Excused: Member Sullivan.

2. **Approval of Minutes of the April 2, 2012 Urban Forestry Council Planning and Funding Committee Rescheduled Meeting.** (Explanatory Document: April 2, 2012 Approved Minutes) (Discussion and Action) Upon Motion by Chair D'Agostino, second by Member Sider, the April 2, 2012 Meeting Minutes were approved without objection (AYES: Members D'Agostino, Flanagan and Sider; Absent: Member Sullivan).

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

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10. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

11. **Adjournment.** The Planning and Funding Committee meeting adjourned at 5:29 p.m.

The next Planning and Funding Committee meeting is scheduled for Monday, June 4, 2012 at 5:00 p.m., City Hall, Room 421.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) or at the Planning and Funding Committee's meeting website http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas posted with each agenda or meeting minutes, (3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org within three business days of a meeting.

Approved: June 4, 2012

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

Regular Meeting Notice and Agenda
Monday, June 4, 2012, 4:00 p.m.
City Hall, Room 421
San Francisco, CA 94102

Committee Members: Maria D'Agostino (Interim Chair), Dan Flanagan, Daniel Sider, and Andrew Sullivan

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the May 7, 2012 Urban Forestry Council Planning and Funding Committee Rescheduled Meeting.** (Explanatory Document: May 7, 2012 Draft Minutes) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Planning for a Future Urban Forestry Council Press Release.** (Discussion)
5. **Urban Forestry Council Organizational Assessment.** The Committee will prepare organizational assessment survey questions for the Council's input. (Continued from the May 7, 2012 Meeting) (Explanatory Document: Organizational Assessment and)(Discussion and Possible Action)
6. **Urban Forestry Council Involvement in the Van Ness Bus Rapid Transit Plan and Other Development Projects.** (Discussion)
7. **Update on Planning and Funding Committee Membership and Schedule.** (Continued from the May 7, 2012 Meeting) (Discussion)
8. **New Business/Future Agenda Items.** (Discussion)
9. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
10. **Adjournment.**

The next Planning and Funding Committee meeting is scheduled for Monday, August 6, 2012 at 5:00 p.m., City Hall, Room 421.

Department of the Environment, City and County of San Francisco
11 Grove Street, San Francisco, CA 94102
Telephone: (415) 355-3700 • Fax: (415) 554-6393

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Public Comment

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1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

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Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine

Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

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Other Important Information

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Posted: May 29, 2012

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
DRAFT MINUTES
Monday, June 4, 2012, 4:00 p.m.

City Hall, Room 421
One Dr. Carlton B. Goodlett Jr. Place,
San Francisco, CA 94102

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COMMITTEE MEMBERS: Maria D'Agostino (Interim Chair), Dan Flanagan, Daniel Sider and Andrew Sullivan

Order of Business

1. **Call to Order and Roll Call.** The Planning and Funding Committee meeting convened at 4:07 p.m. Present: Members D'Agostino, Flanagan, Sider (4:09) and Sullivan.

2. **Approval of Minutes of the May 7, 2012 Urban Forestry Council Planning and Funding Committee Rescheduled Meeting.** (Explanatory Document: May 7, 2012 Draft Minutes) (Discussion and Action) Upon Motion by Chair D'Agostino, second by Member Sullivan, the May 7, 2012 Meeting Minutes were approved without objection (AYES: Members D'Agostino, Flanagan and Sullivan; Absent: Member Sider).

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

4. **Planning for a Future Urban Forestry Council Press Release.** (Discussion) Committee members discussed forming a press release working group to generate press releases and suggested that the Planning and Funding Committee identify topics and facilitate the process. The consensus amongst the group was for the Council to publish three or four press releases

annually, one on the publication of the Annual Report, others that may include controversial topics, increase the public's awareness of the Council and its activities, and complement the work of other agencies. Committee members agreed to draft a press release introducing the Council to the public that the Planning Department public information officer would work on for approval by the Council at its June 26 meeting. Chair D'Agostino suggested that a future press release be created on the Landmark Tree Committee's work on landmark groves so as to initiate more interest amongst the public about the landmark tree nomination process.

5. **Urban Forestry Council Organizational Assessment. The Committee will prepare organizational assessment survey questions for the Council's input. (Continued from the May 7, 2012 Meeting)** (Explanatory Document: Organizational Assessment and Friends of the Urban Forest Self Assessment Survey)(Discussion and Possible Action)

   Committee members reviewed and selected survey questions from the Organizational Assessment and Friends of the Urban Forest Self Assessment Survey for Council Members to respond to. The survey would be sent to all Council Members by Friday, June 8th.

6. **Urban Forestry Council Involvement in the Van Ness Bus Rapid Transit Plan and Other Development Projects.** (Discussion)

   Committee members discussed opportunities to facilitate Council involvement on development projects. It was agreed that it would be beneficial for the Council to hear presentations and provide feedback through a Resolution or letter of recommendations at the early stage of projects. A discussion was held on ways to identify high-level projects as applications are received either through a working group interacting with City agency staff or through individual Council member involvement. Committee members agreed that additional Council involvement on the Van Ness Bus Rapid Transit Plan may not be worthwhile at this stage since a preferred alternative has been selected.

   Member Flanagan left the meeting during this agenda item.

7. **Update on Planning and Funding Committee Membership and Schedule. (Continued from the May 7, 2012 Meeting)** (Discussion)

   Committee members discussed adding a fifth member to the Council and identified three potential members that may be interested in joining the Committee based on a schedule change to the second week of each month. Chair D'Agostino would consult with potential members for their availability.

8. **New Business/Future Agenda Items.** (Discussion) The next Planning and Funding Committee meeting is scheduled for July 2, 2012. Coordinator Hui reported that she has issued a request to the District 2 Supervisor's office to schedule a meeting for selected Council members. Chair D'Agostino suggested that the Committee hear a presentation from the Department's Climate team on the carbon offset program, review Council short and long-term goals, and discuss member term-limits and succession planning.

9. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

10. **Adjournment.** The Planning and Funding Committee adjourned at 6:00 p.m.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) or at the Planning and Funding Committee's meeting website http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas posted with each agenda or meeting minutes, (3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org within three business days of the meeting.

Approved:

SF Environment
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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
APPROVED MINUTES
Monday, June 4, 2012, 4:00 p.m.

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City Hall, Room 421
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Maria D'Agostino (Interim Chair), Dan Flanagan, Daniel Sider and Andrew Sullivan

Order of Business

1. **Call to Order and Roll Call.** The Planning and Funding Committee meeting convened at 4:07 p.m. Present: Members D'Agostino, Flanagan, Sider (4:09) and Sullivan.

2. **Approval of Minutes of the May 7, 2012 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: May 7, 2012 Draft Minutes) (Discussion and Action) Upon Motion by Chair D'Agostino, second by Member Sullivan, the May 7, 2012 Meeting Minutes were approved without objection (AYES: Members D'Agostino, Flanagan and Sullivan; Absent: Member Sider).

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Approved: July 2, 2012

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

06-13-12P12:23 RCVD

City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

***Rescheduled Meeting Notice and Agenda**
Monday, July 2, 2012, 2:00 p.m.
City Hall, Room 421
San Francisco, CA 94102

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The Monday, July 2, 2012, 4:00 p.m. meeting of the Urban Forestry Council Planning and Funding Committee Meeting has been rescheduled from 4:00 p.m. to 2:00 p.m.

Committee Members: Maria D'Agostino (Interim Chair), Dan Flanagan, Daniel Sider, and Andrew Sullivan

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the June 4, 2012 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: June 4, 2012 Draft Minutes) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Urban Forestry Council Organizational Assessment.** The Committee will review responses received from Council Members on the Organizational Assessment Survey questions. (Explanatory Document: Organizational Assessment Survey Responses) (Discussion)
5. **Urban Forestry Council Term Limits and New Member Recruitment.** (Discussion)
6. **Urban Forestry Council Short and Long-Term Goals Review.** (Discussion)
7. **Street Tree Pamphlet and Press Release.** The Committee will discuss creating a draft of the Street Tree Pamphlet and Press Release. (Discussion)
8. **New Business/Future Agenda Items.** (Discussion)
9. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
10. **Adjournment.**

Department of the Environment, City and County of San Francisco
11 Grove Street, San Francisco, CA 94102
Telephone: (415) 355-3700 • Fax: (415) 554-6393
Email: environment@sfgov.org • sfurbanforestcouncil@sfgov.org * www.sfenvironment.org

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The next Planning and Funding Committee meeting is scheduled for Monday, August 6, 2012 at 5:00 p.m., City Hall, Room 421.

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

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(Chapter 67 of the San Francisco Administrative Code)

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Posted: June 18, 2012

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

***RESCHEDULED MEETING**
DRAFT MINUTES
Monday, July 2, 2012, 2:00 p.m.

City Hall, Room 421
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102

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The Monday, July 2, 2012, 2:00 p.m. meeting of the Planning and Funding Committee was rescheduled from 4:00 to 2:00 p.m.

COMMITTEE MEMBERS: Maria D'Agostino (Interim Chair), Dan Flanagan, Daniel Sider, Sandy Sherwin, and Andrew Sullivan

Order of Business
Public comment will be taken before the Council takes action on any item.

. **Call to Order and Roll Call.** The Planning and Funding Committee meeting convened at 2:10 p.m. Chair D'Agostino appointed Member Sherwin as a member of the Planning and Funding Committee. Present: Members D'Agostino, Flanagan and Sherwin; Excused: Members Sider and Sullivan.

. **Approval of Minutes of the June 4, 2012 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: June 4, 2012 Draft Minutes) (Discussion and Action) Upon Motion by Chair D'Agostino, second by Member Flanagan, the June 4, 2012 Meeting Minutes were approved without objection (AYES: Members D'Agostino, Flanagan and Sherwin; Absent: Members Sider and Sullivan).

. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

4. **Urban Forestry Council Organizational Assessment. The Committee will review responses received from Council Members on the Organizational Assessment Survey questions.** (Explanatory Document: Organizational Assessment Survey Responses) (Discussion)

   Chair D'Agostino reported that eight of thirteen Council members had responded to the Organizational Assessment Survey. Council members who had not responded would be asked to complete the survey so that a more comprehensive review can be made. This agenda item was continued to the August 6, 2012 Committee meeting.

5. **Urban Forestry Council Term Limits and New Member Recruitment.** (Discussion) Committee Members discussed potentially revising Urban Forestry Council Ordinance membership term-limits of two years and Bylaws requirements for Council officer terms of one year. It was reported that there is no time limit for reappointment to membership or officer seats. Committee members discussed potential candidates to recruit for seats that current members may not reapply for when terms expires in November 2012. Committee members agreed to consolidate all requests for amendments to the Ordinance and Bylaws so changes can be made at one time. The full Council would be asked for their feedback on membership amendments.

6. **Urban Forestry Council Short and Long-Term Goals Review.** (Explanatory Document: Urban Forestry Council Short and Long Term Goals Summary) (Discussion)

   Committee members reviewed and discussed the status of each goal in the Urban Forestry Council Short and Long Term Goals summary. Chair D'Agostino reported that (1) the Annual Report working group has completed preliminary work on this year's Annual Report and is planning for a report release by the end of the year; (2) the Street Tree working group is meeting and continuing to make progress on improving the Street Tree list; (3) Board of Supervisors meetings have been held and additional meetings have been set up; (4) presentations to the Council have been held and are moving forward; and (5) a Street Tree Pamphlet meeting is scheduled for July 12th. A draft will be sent to PG&E for review and presented to the Council for review at its August meeting.

   The Committee discussed adding short-term goals that include (1) the Landmark Tree Committee's work on groves and amendments to nomination forms; (2) outreach to increase landmark tree nominations; and (3) increasing educational programming to the general public on the value of trees.

7. **Street Tree Pamphlet and Press Release.** The Committee will discuss creating a draft of the Street Tree Pamphlet and Press Release. (Discussion) Committee members discussed opportunities to issue a press release and newsworthiness content for the Urban Forestry Council Annual Report and the Street Tree Pamphlet.

8. **New Business/Future Agenda Items.** (Discussion) The Organizational Self Assessment Survey would be reviewed once all members have responded. Chair D'Agostino reported that the survey is the first step in the Tree University USA process on Board organization, and that a review would be made of next steps to incorporate into future discussions. The Committee would discuss changing

the Planning and Funding Committee meeting schedule to the second Tuesday of each month starting in September. Member Flanagan was excused from the August 6 Committee meeting. Member Sherwin confirmed her attendance for the August 6 Committee meeting.

. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

0. Adjournment. The Planning and Funding Committee meeting adjourned at 4:04 p.m.

he next Planning and Funding Committee meeting is scheduled for Monday, August 6, 2012 at 5:00 .m., City Hall, Room 421.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 1 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) or at the Planning and Funding Committee's meeting website http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas posted with each agenda or meeting minutes, (3) upon request to the Council Secretary at the above address, elephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org within three business days of a meeting.

Approved:

SF Environment
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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE (Corrected)

***RESCHEDULED MEETING**
DRAFT MINUTES
Monday, July 2, 2012, 2:00 p.m.

City Hall, Room 421
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102

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***The Monday, July 2, 2012, 2:00 p.m. meeting of the Planning and Funding Committee was rescheduled from 4:00 to 2:00 p.m.**

COMMITTEE MEMBERS: Maria D'Agostino (Interim Chair), Dan Flanagan, Daniel Sider, Sandy Sherwin, and Andrew Sullivan

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.** The Planning and Funding Committee meeting convened at 2:10 p.m. Chair D'Agostino appointed Member Sherwin as a member of the Planning and Funding Committee. Present: Members D'Agostino, Flanagan and Sherwin; Excused: Members Sider and Sullivan.

2. **Approval of Minutes of the June 4, 2012 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: June 4, 2012 Draft Minutes) (Discussion and Action) Upon Motion by Chair D'Agostino, second by Member Flanagan, the June 4, 2012 Meeting Minutes were approved without objection (AYES: Members D'Agostino, Flanagan and Sherwin; Absent: Members Sider and Sullivan).

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5. **Urban Forestry Council Term Limits and New Member Recruitment.** (Discussion) Committee Members discussed potentially revising Urban Forestry Council Ordinance membership term-limits of two years and Bylaws requirements for Council officer terms of one year. It was reported that there is no time limit for reappointment to membership or officer seats. Committee members discussed potential candidates to recruit for seats that current members may not reapply for when terms expire in November 2012. Committee members agreed to consolidate all requests for amendments to the Ordinance and Bylaws so changes can be made at one time. The full Council would be asked for their feedback on membership amendments.

6. **Urban Forestry Council Short and Long-Term Goals Review.** (Explanatory Document: Urban Forestry Council Short and Long Term Goals Summary) (Discussion)

   Committee members reviewed and discussed the status of each goal in the Urban Forestry Council Short and Long Term Goals summary. Chair D'Agostino reported that (1) the Annual Report working group has completed preliminary work on this year's Annual Report and is planning for a report release by the end of the year; (2) the Street Tree working group is meeting and continuing to make progress on improving the Street Tree list; (3) Board of Supervisors meetings have been held and additional meetings have been set up; (4) presentations to the Council have been held and are moving forward; and (5) a Street Tree Pamphlet meeting is scheduled for July 12th. A draft will be sent to PG&E for review and presented to the Council for review at its August meeting.

   The Committee discussed adding short-term goals that include (1) the Landmark Tree Committee's work on groves and amendments to nomination forms; (2) outreach to increase landmark tree nominations; and (3) increasing educational programming to the general public on the value of trees.

7. **Street Tree Pamphlet and Press Release.** The Committee will discuss creating a draft of the Street Tree Pamphlet and Press Release. (Discussion) Committee members discussed opportunities to issue a press release and newsworthiness content for the Urban Forestry Council Annual Report and the Street Tree Pamphlet.

8. **New Business/Future Agenda Items.** (Discussion) The Organizational Self Assessment Survey would be reviewed once all members have responded. Chair D'Agostino reported that the survey is the first step in the Tree University USA process on Board organization, and that a review would be made of next steps to incorporate into future discussions. The Committee would discuss changing

the Planning and Funding Committee meeting schedule to the second Tuesday of each month starting in September. Member Flanagan was excused from the August 6 Committee meeting. Member Sherwin confirmed her attendance for the August 6 Committee meeting.

9. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

10. **Adjournment.** The Planning and Funding Committee meeting adjourned at 4:04 p.m.

The next Planning and Funding Committee meeting is scheduled for Monday, August 6, 2012 at 4:00 p.m., City Hall, Room 421.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) or at the Planning and Funding Committee's meeting website http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas posted with each agenda or meeting minutes, (3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org within three business days of a meeting.

Approved:

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

***RESCHEDULED MEETING**
APPROVED MINUTES
Monday, July 2, 2012, 2:00 p.m.

City Hall, Room 421
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102

***The Monday, July 2, 2012, 2:00 p.m. meeting of the Planning and Funding Committee was rescheduled from 4:00 to 2:00 p.m.**

COMMITTEE MEMBERS: Maria D'Agostino (Interim Chair), Dan Flanagan, Daniel Sider, Sandy Sherwin, and Andrew Sullivan

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.** The Planning and Funding Committee meeting convened at 2:10 p.m. Chair D'Agostino appointed Member Sherwin as a member of the Planning and Funding Committee. Present: Members D'Agostino, Flanagan and Sherwin; Excused: Members Sider and Sullivan.

2. **Approval of Minutes of the June 4, 2012 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: June 4, 2012 Draft Minutes) (Discussion and Action) Upon Motion by Chair D'Agostino, second by Member Flanagan, the June 4, 2012 Meeting Minutes were approved without objection (AYES: Members D'Agostino, Flanagan and Sherwin; Absent: Members Sider and Sullivan).

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

4. **Urban Forestry Council Organizational Assessment. The Committee will review responses received from Council Members on the Organizational Assessment Survey questions.** (Explanatory Document: Organizational Assessment Survey Responses) (Discussion)

   Chair D'Agostino reported that eight of thirteen Council members had responded to the Organizational Assessment Survey. Council members who had not responded would be asked to complete the survey so that a more comprehensive review can be made. This agenda item was continued to the August 6, 2012 Committee meeting.

5. **Urban Forestry Council Term Limits and New Member Recruitment.** (Discussion) Committee Members discussed potentially revising Urban Forestry Council Ordinance membership term-limits of two years and Bylaws requirements for Council officer terms of one year. It was reported that there is no time limit for reappointment to membership or officer seats. Committee members discussed potential candidates to recruit for seats that current members may not reapply for when terms expire in November 2012. Committee members agreed to consolidate all requests for amendments to the Ordinance and Bylaws so changes can be made at one time. The full Council would be asked for their feedback on membership amendments.

6. **Urban Forestry Council Short and Long-Term Goals Review.** (Explanatory Document: Urban Forestry Council Short and Long Term Goals Summary) (Discussion)

   Committee members reviewed and discussed the status of each goal in the Urban Forestry Council Short and Long Term Goals summary. Chair D'Agostino reported that (1) the Annual Report working group has completed preliminary work on this year's Annual Report and is planning for a report release by the end of the year; (2) the Street Tree working group is meeting and continuing to make progress on improving the Street Tree list; (3) Board of Supervisors meetings have been held and additional meetings have been set up; (4) presentations to the Council have been held and are moving forward; and (5) a Street Tree Pamphlet meeting is scheduled for July 12th. A draft will be sent to PG&E for review and presented to the Council for review at its August meeting.

   The Committee discussed adding short-term goals that include (1) the Landmark Tree Committee's work on groves and amendments to nomination forms; (2) outreach to increase landmark tree nominations; and (3) increasing educational programming to the general public on the value of trees.

7. **Street Tree Pamphlet and Press Release.** The Committee will discuss creating a draft of the Street Tree Pamphlet and Press Release. (Discussion) Committee members discussed opportunities to issue a press release and newsworthiness content for the Urban Forestry Council Annual Report and the Street Tree Pamphlet.

8. **New Business/Future Agenda Items.** (Discussion) The Organizational Self Assessment Survey would be reviewed once all members have responded. Chair D'Agostino reported that the survey is the first step in the Tree University USA process on Board organization, and that a review would be made of next steps to incorporate into future discussions. The Committee would discuss changing

the Planning and Funding Committee meeting schedule to the second Tuesday of each month starting in September. Member Flanagan was excused from the August 6 Committee meeting. Member Sherwin confirmed her attendance for the August 6 Committee meeting.

9. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

10. Adjournment. The Planning and Funding Committee meeting adjourned at 4:04 p.m.

The next Planning and Funding Committee meeting is scheduled for Monday, August 6, 2012 at 4:00 p.m., City Hall, Room 421.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) or at the Planning and Funding Committee's meeting website http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas posted with each agenda or meeting minutes, (3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org within three business days of a meeting.

Approved: September 11, 2012

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

SAN FRANCISCO
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

CANCELLED MEETING NOTICE
MONDAY, AUGUST 6, 2012, 4:00 P.M.
SAN FRANCISCO CITY HALL, ROOM 421
SAN FRANCISCO, CA 94102

The Urban Forestry Council Planning and Funding Committee's Regular Meeting of **Monday, August 6, 2012** at 4:00 p.m. has been **CANCELLED**. The next regular meeting is scheduled for **Monday, September 3, 2012 at 4:00 p.m.** and will be held at City Hall, Room 421, One Dr. Carlton B. Goodlett Jr. Place, San Francisco, CA 94102. An agenda will be prepared and distributed at least 72 hours prior to the next scheduled meeting. For additional information or to be placed on the agenda mailing list, please contact Monica Fish, Commission Secretary, at (415) 355-3709, by email Monica.Fish@sfgov.org or Mei Ling Hui, Urban Forestry Council Coordinator at (415) 355-3731, or by email at MeiLing.Hui@sfgov.org. Agendas may also be accessed on the Urban Forestry Council's website http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas.

Posted: August 2, 2012

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MELANIE NUTTER
Director

City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

Regular Meeting Notice and Agenda
Tuesday, September 11, 2012, 4:00 p.m.
City Hall, Room 421
San Francisco, CA 94102

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Committee Members: Maria D'Agostino (Chair), Dan Flanagan, Sandy Sherwin, Daniel Sider, and Andrew Sullivan

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the July 2, 2012 Urban Forestry Council Planning and Funding Committee Rescheduled Meeting.** (Explanatory Document: July 2, 2012 Draft Minutes) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Urban Forestry Council Organizational Assessment.** The Committee will review responses received from Council Members on the Organizational Assessment Survey questions. (Continued from the July 2, 2012 Meeting) (Explanatory Document: Organizational Assessment Survey Responses) (Discussion)
5. **Update on the Meetings with Members of the Board of Supervisors.** The working group will update the committee. (Discussion)
6. **Urban Forestry Council New Member Recruitment.** (Discussion)
7. **New Business/Future Agenda Items.** (Discussion)
8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
9. **Adjournment.**

The next Planning and Funding Committee meeting is scheduled for Tuesday, October 9, 2012, at 4:00 p.m., City Hall, Room 421.

Department of the Environment, City and County of San Francisco
11 Grove Street, San Francisco, CA 94102
Telephone: (415) 355-3700 • Fax: (415) 554-6393
Email: environment@sfgov.org • sfurbanforestcouncil@sfgov.org * www.sfenvironment.org

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Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agendized item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council Planning and Funding Committee meeting will be held at City Hall, Room 421, One Dr. Carlton B. Goodlett Jr. Place, San Francisco, CA, 94102. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine

Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) or at the Planning and Funding Committee's meeting website http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas with each agenda or meeting minutes, (3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Planning and Funding Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the meeting website as attachments to the agenda or meeting minutes.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Posted: September 4, 2012

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
DRAFT MINUTES
TUESDAY, SEPTEMBER 11, 2012, 4:00 p.m.

City Hall, Room 421
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102

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COMMITTEE MEMBERS: Maria D'Agostino (Interim Chair), Dan Flanagan, Daniel Sider, Sandy Sherwin, and Andrew Sullivan

Order of Business

Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.** The Planning and Funding Committee meeting convened at 4:06 p.m. Present: Chair D'Agostino, Members Flanagan, Sider (4:11), Sherwin and Sullivan (4:08).

2. **Approval of Minutes of the July 2, 2012 Urban Forestry Council Planning and Funding Committee Rescheduled Meeting.** (Explanatory Document: July 2, 2012 Draft Minutes) (Discussion and Action) Upon Motion by Chair D'Agostino, second by Member Flanagan, the July 2, 2012 Meeting Minutes were approved without objection (AYES: Chair D'Agostino, Members Flanagan and Shewin; Absent: Members Sider and Sullivan).

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

4. **Urban Forestry Council Organizational Assessment. The Committee will review responses received from Council Members on the Organizational Assessment Survey questions. (Continued from the July 2, 2012 Meeting)** (Explanatory Document: Organizational Assessment Survey Responses) (Discussion)

   Committee review of Council Member responses to the organizational assessment as it relates to the Council's goals from the previous year will be scheduled for the October 9 meeting of the Planning and Funding Committee.

5. **Update on the Meetings with Members of the Board of Supervisors. The working group will update the committee. (Discussion)**

   Committee members reported on meetings held with supervisors to date and selected supervisors to schedule meetings with in the near future. Additional meetings would be scheduled after the supervisorial election in November.

6. **Urban Forestry Council New Member Recruitment. (Discussion)**

   Council Member terms are scheduled to expire on November 18, 2012 for all Board of Supervisors and Department appointments, and one mayoral seat is due to expire in November and the other in January 2013. Council Members have holdover rights until their reappointment or another member is appointed to the seat. Member Vargas who holds the mayor's seat had announced her intent to resign in November. A discussion was held on seat requirements, potential candidates to fill seats, and recruitment ideas. Chair D'Agostino reported that because of budget restrictions, it is not possible to fill the National Park Service seat by a Presidio Trust representative. She is awaiting further word whether a Golden Gate National Recreation Area (GGNRA) representative would be available to fill the seat. Coordinator Hui provided information on the Board of Supervisors and department head reappointment and application process.

7. **New Business/Future Agenda Items.** (Discussion)

   Chair D'Agostino proposed a discussion at the October 9 Planning and Funding Committee meeting to reduce the Council's annual meeting schedule to six annual meetings. She suggested that the September full Council meeting be cancelled due to a lack of business and to allow for time to work on the Annual Report. Presentation topics scheduled for the full Council meeting in October include (1) the tree assessment survey prepared on the Bus Rapid Transit System plan; and (2) a potential update on the Recreation and Park Department bond measure. An additional future agenda item discussed is a presentation on San Francisco State University's urban forestry projects.

   Member Flanagan inquired whether Council Members would be interested in participating in an event sponsored by Friends of the Urban Forest on September 30 in Washington Square on the tree map. He suggested that the Planning and Funding Committee review and comment on the Draft Executive Summary prepared by AECOM on the Urban Forest Plan for financing street trees in October. Chair D'Agostino announced that Mr. Jon Swae from the Planning Department is

interested in establishing an Urban Forestry Council working group to discuss the Urban Forest Plan and is considering scheduling a meeting from September 24 to September 26. Council Members would be sent an email requesting their availability to attend. Member Sherwin announced that there would an Excelsior Festival and suggested that outreach material be provided at one of the tables. Coordinator Hui suggested including the Recommended Street Tree List or Council's Annual Report. Chair D'Agostino stated that she would review the Tree Board University next steps for a future discussion in conjunction with the Organizational Assessment.

8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

9. **Adjournment.** The Planning and Funding Committee meeting adjourned at 5:00 p.m.

The next Planning and Funding Committee meeting is scheduled for Tuesday, October 9, 2012, at 4:00 p.m., City Hall, Room 421.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) or at the Planning and Funding Committee's meeting website http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas posted with each agenda or meeting minutes, (3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org within three business days of a meeting.

Approved:

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
APPROVED MINUTES
TUESDAY, SEPTEMBER 11, 2012, 4:00 p.m.

City Hall, Room 421
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102

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COMMITTEE MEMBERS: Maria D'Agostino (Interim Chair), Dan Flanagan, Daniel Sider, Sandy Sherwin, and Andrew Sullivan

Order of Business

Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.** The Planning and Funding Committee meeting convened at 4:06 p.m. Present: Chair D'Agostino, Members Flanagan, Sider (4:11), Sherwin and Sullivan (4:08).

2. **Approval of Minutes of the July 2, 2012 Urban Forestry Council Planning and Funding Committee Rescheduled Meeting.** (Explanatory Document: July 2, 2012 Draft Minutes) (Discussion and Action) Upon Motion by Chair D'Agostino, second by Member Flanagan, the July 2, 2012 Meeting Minutes were approved without objection (AYES: Chair D'Agostino, Members Flanagan and Shewin; Absent: Members Sider and Sullivan).

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8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

9. **Adjournment.** The Planning and Funding Committee meeting adjourned at 5:00 p.m.

The next Planning and Funding Committee meeting is scheduled for Tuesday, October 9, 2012, at 4:00 p.m., City Hall, Room 421.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) or at the Planning and Funding Committee's meeting website http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas posted with each agenda or meeting minutes, (3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org within three business days of a meeting.

Approved: October 9, 2012

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Mayor

MELANIE NUTTER
Director

City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

Regular Meeting Notice and Agenda
Tuesday, October 9, 2012, 4:00 p.m.
City Hall, Room 421
San Francisco, CA 94102

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Committee Members: Maria D'Agostino (Chair), Dan Flanagan, Sandy Sherwin, Daniel Sider, and Andrew Sullivan

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the September 11, 2012 Urban Forestry Council Planning and Funding Committee Rescheduled Meeting.** (Explanatory Document: September 11, 2012 Draft Minutes) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Urban Forestry Council Organizational Assessment.** The Committee will review responses received from Council Members on the Organizational Assessment Survey questions. (Continued from the September 11, 2012) (Explanatory Document: Organizational Assessment Survey Responses) (Discussion)
5. **Urban Forestry Council Annual Goal Setting Meeting Organization.** The Committee will review last year's goals and the responses received from Council Members on the Organizational Assessment Survey. (Explanatory Documents: 2011 Urban Forestry Council Goals and Organizational Assessment Survey Responses) (Discussion)
6. **Update on Urban Forestry Council New Member Recruitment.** (Discussion)
7. **Update on the Urban Forest Plan Working Group Session.** (Discussion)
8. **Urban Forestry Council Meeting Schedule.** (Discussion)
9. **New Business/Future Agenda Items.** (Discussion)
10. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
11. **Adjournment.**

Department of the Environment, City and County of San Francisco
11 Grove Street, San Francisco, CA 94102
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Email: environment@sfgov.org • sfurbanforestcouncil@sfgov.org * www.sfenvironment.org

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The next Planning and Funding Committee meeting is scheduled for Tuesday, December 11, 2012, at 4:00 p.m., City Hall, Room 421.

Public Comment

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2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

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Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the

Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

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Other Important Information

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Posted: October 2, 2012

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
DRAFT MINUTES
TUESDAY, OCTOBER 9, 2012, 4:00 p.m.

City Hall, Room 421
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102

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COMMITTEE MEMBERS: Maria D'Agostino (Interim Chair), Dan Flanagan, Daniel Sider, Sandy Sherwin, and Andrew Sullivan

Order of Business

Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee meeting convened at 4:00 p.m. Present: Members D'Agostino, Sider, Sherwin and Sullivan; Excused: Member Flanagan.

2. **Approval of Minutes of the September 11, 2012 Urban Forestry Council Planning and Funding Committee Rescheduled Meeting.** (Explanatory Document: September 11, 2012 Draft and Approved Minutes) (Discussion and Action)

   Upon Motion by Chair D'Agostino, second by Member Sherwin, the September 11, 2012 Draft Minutes were approved without objection (AYES: Members D'Agostino, Sider, Sherwin and Sullivan; Absent: Member Flanagan).

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

   There were no members of the public present at this time.

4. **Urban Forestry Council Organizational Assessment. The Committee will review responses received from Council Members on the Organizational Assessment Survey questions. (Continued from the September 11, 2012)** (Explanatory Document: Organizational Assessment Survey Responses) (Discussion)

   Committee Members reviewed survey responses from Council Members and discussed how responses related to goal setting for the Council. A discussion was held on the communication received from the Department of the Environment Deputy Director about decreasing staffing to the Council and the ability of Council and Committee chairs to carry out work requirements under the new plan. This agenda item was continued for discussion at the October 23, 2011 Council meeting.

5. **Urban Forestry Council Annual Goal Setting Meeting Organization.** The Committee will review last year's goals and the responses received from Council Members on the Organizational Assessment Survey. (Explanatory Documents: 2011 Urban Forestry Council Goals and Organizational Assessment Survey Responses) (Discussion)

   Committee Members reviewed 2011 goals and discussed how the Assessment Survey responses could be incorporated into goal setting for the Council. Survey questions 6 and 7 would be added as an additional goal to the existing four goals. The Council would be presented with an updated list of goals in order to identify action items to achieve goals and add additional goals as required at the October 23, 2012 Council meeting.

6. **Update on Urban Forestry Council New Member Recruitment.** (Discussion)

   Committee Members discussed outreach to San Francisco Unified School District, Port, and other potential new members.

7. **Update on the Urban Forest Plan Working Group Session.** (Discussion)

   Member Sherwin updated the Committee on the working group meeting held with Planning Department staff on Urban Forest Plan discussion topics that include urban forestry maintenance, funding, AECOM work, urban forest performance and design. Plans are to include the Council throughout the process. Chair D'Agostino will inquire about next steps.

8. **Urban Forestry Council Meeting Schedule.** (Discussion)

   Chair D'Agostino discussed the possibility of reducing the number of meetings and holding longer more efficient meetings in the future. A discussion was held on things to consider such as

availability of meeting rooms and staffing. This agenda item was Continued to the Call of the Chair after a discussion is held regarding staffing to the Council.

9. **New Business/Future Agenda Items.** (Discussion)

   Future agenda topics for the Committee and Council that were discussed include (1) detailed discussion on staffing; (2) Council goal setting and Assessment Survey responses; and (3) update on the Urban Forest Plan Working Group discussions.

10. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

    There were no members of the public present at this time.

11. **Adjournment.** The Urban Forestry Council Planning and Funding Committee adjourned at 5:45 p.m.

The next Planning and Funding Committee meeting is scheduled for Tuesday, December 11, 2012, at 4:00 p.m., City Hall, Room 421.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) or at the Planning and Funding Committee's meeting website http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas posted with each agenda or meeting minutes, (3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org within three business days of a meeting.

Approved:

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
APPROVED MINUTES
TUESDAY, OCTOBER 9, 2012, 4:00 p.m.

City Hall, Room 421
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102

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approved

COMMITTEE MEMBERS: Maria D'Agostino (Interim Chair), Dan Flanagan, Daniel Sider, Sandy Sherwin, and Andrew Sullivan

Order of Business

Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee meeting convened at 4:00 p.m. Present: Members D'Agostino, Sider, Sherwin and Sullivan; Excused: Member Flanagan.

2. **Approval of Minutes of the September 11, 2012 Urban Forestry Council Planning and Funding Committee Rescheduled Meeting.** (Explanatory Document: September 11, 2012 Draft and Approved Minutes) (Discussion and Action)

   Upon Motion by Chair D'Agostino, second by Member Sherwin, the September 11, 2012 Draft Minutes were approved without objection (AYES: Members D'Agostino, Sider, Sherwin and Sullivan; Absent: Member Flanagan).

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

   There were no members of the public present at this time.

4. **Urban Forestry Council Organizational Assessment. The Committee will review responses received from Council Members on the Organizational Assessment Survey questions. (Continued from the September 11, 2012)** (Explanatory Document: Organizational Assessment Survey Responses) (Discussion)

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availability of meeting rooms and staffing. This agenda item was Continued to the Call of the Chair after a discussion is held regarding staffing to the Council.

9. **New Business/Future Agenda Items.** (Discussion)

   Future agenda topics for the Committee and Council that were discussed include (1) detailed discussion on staffing; (2) Council goal setting and Assessment Survey responses; and (3) update on the Urban Forest Plan Working Group discussions.

10. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

    There were no members of the public present at this time.

11. **Adjournment.** The Urban Forestry Council Planning and Funding Committee adjourned at 5:45 p.m.

The next Planning and Funding Committee meeting is scheduled for Tuesday, December 11, 2012, at 4:00 p.m., City Hall, Room 421.

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Approved: December 11, 2012

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Mayor

MELANIE NUTTER
Director

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

Regular Meeting Notice and Agenda
Tuesday, December 11, 2012, 4:00 p.m.
City Hall, Room 421
San Francisco, CA 94102

Committee Members: Maria D'Agostino (Chair), Dan Flanagan, Sandy Sherwin, Daniel Sider, and Andrew Sullivan

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the October 9, 2012 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: October 9, 2012 Draft Minutes) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Appointment of Chair to Planning and Funding Committee.** (Discussion and Action)
5. **Update on Changes to Administrative Support to the Urban Forestry Council.** (Explanatory Documents: Administrative Support to the Council Letter; Work Plan, and Administrative Support Comments by Member Hillson)) (Discussion)
6. **Proposal to Amend the Urban Forestry Council Meeting Schedule.** (Explanatory Document: Meeting Schedule Recommendations) (Discussion)
7. **2011/2012 Urban Forest Annual Reporting.** (Explanatory Document: Revised Survey Questions for Fiscal Year 2011/2012 Report) (Discussion)
8. **Board of Supervisors and Council Members Meetings Update.** (Explanatory Document: Board of Supervisors Meetings Tracker) (Discussion)
9. **Urban Forestry Council 2013 Work Plan Goals.** (Explanatory Document: Urban Forestry Council Prioritized Work Plan Goals) (Discussion)
10. **New Business/Future Agenda Items.** (Discussion)

Department of the Environment, City and County of San Francisco
11 Grove Street, San Francisco, CA 94102
Telephone: (415) 355-3700 • Fax: (415) 554-6393
Email: environment@sfgov.org • sfurbanforestcouncil@sfgov.org * www.sfenvironment.org

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11. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
12. **Adjournment.**

The next Planning and Funding Committee meeting is scheduled for Tuesday, January 8, 2013, at 4:00 p.m., City Hall, Room 421.

Public Comment

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Posted: November 27, 2012

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
DRAFT MINUTES
TUESDAY, DECEMBER 11, 2012, 4:00 p.m.

City Hall, Room 421
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102

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COMMITTEE MEMBERS: Maria D'Agostino (Interim Chair), Dan Flanagan, Daniel Sider, Sandy Sherwin, and Andrew Sullivan

Order of Business

Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee meeting convened at _____. Present: Chair D'Agostino, Members Sider and Sullivan; Excused: Members Flanagan and Sherwin.

2. **Approval of Minutes of the October 9, 2012 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: October 9, 2012 Draft Minutes) (Discussion and Action) Upon Motion by Chair D'Agostino, second by Member Sullivan, the October 9, 2012 Meeting Minutes were approved without objection (AYES: Members D'Agostino, Sider and Sullivan; Absent: Members Flanagan and Sherwin).

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

4. **Appointment of Chair to Planning and Funding Committee.** (Discussion and Action) Members were asked for their interest in chairing the Committee. This agenda item was continued to the January 8, 2013 meeting.

5. **Update on Changes to Administrative Support to the Urban Forestry Council.** (Explanatory Documents: Administrative Support to the Council Letter; Work Plan, and Administrative Support Comments by Member Hillson)) (Discussion)

   Committee Members reviewed explanatory documents and expressed concerns about the fairness of the changes to administrative support. This agenda item will be discussed at the Council meeting on December 14, 2012.

   Public Comment: Ms. Nancy Wuerfel commented on her disagreement with the budgetary figures provided for administrative support to the Council.

6. **Proposal to Amend the Urban Forestry Council Meeting Schedule.** (Explanatory Document: Meeting Schedule Recommendations) (Discussion)

   Committee Members discussed the pros and cons of reducing the meeting schedule. This agenda item is scheduled for discussion at the Urban Forestry Council meeting on December 14, 2012.

7. **2011/2012 Urban Forest Annual Reporting.** (Explanatory Document: Revised Survey Questions for Fiscal Year 2011/2012 Report) (Discussion)

   Committee Members discussed the revisions to the Annual Report Survey Questions for this year. Concern was expressed about the number of hours allocated to this project and whether staff has started work on the project.

8. **Board of Supervisors and Council Members Meetings Update.** (Explanatory Document: Board of Supervisors Meetings Tracker) (Discussion) Committee Members discussed changes to Board of Supervisors members since the election. Member Sullivan will schedule a meeting date with his District Supervisor Weiner, and Chair D'Agostino will schedule a meeting with her District Supervisor Chiu.

9. **Urban Forestry Council 2013 Work Plan Goals.** (Explanatory Document: Urban Forestry Council Prioritized Work Plan Goals) (Discussion) Committee Members will further review goals from last year and accomplishments made toward goals and create Plans A and B to be chosen based on resources of staff and funding.

10. **New Business/Future Agenda Items.** (Discussion) Chair D'Agostino will look into next steps on organizational capacity and engagement activities for Council Members.

11. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

12. **Adjournment.** The Urban Forestry Council Planning and Funding Committee meeting adjourned at _____.

The next Planning and Funding Committee meeting is scheduled for Tuesday, January 8, 2013, at 4:00 p.m., City Hall, Room 421.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) or at the Planning and Funding Committee's meeting website http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas posted with each agenda or meeting minutes, (3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org within three business days of a meeting.

Approved:

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
AMENDED PLANNING & FUNDING COMMITTEE

REGULAR MEETING
DRAFT MINUTES
TUESDAY, DECEMBER 11, 2012, 4:00 p.m.

City Hall, Room 421
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Maria D'Agostino (Interim Chair), Dan Flanagan, Daniel Sider, Sandy Sherwin, and Andrew Sullivan

Order of Business

Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee meeting convened at 4:12 p.m. Present: Chair D'Agostino, Members Sider and Sullivan; Excused: Members Flanagan and Sherwin.

2. **Approval of Minutes of the October 9, 2012 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: October 9, 2012 Draft Minutes) (Discussion and Action) Upon Motion by Chair D'Agostino, second by Member Sullivan, the October 9, 2012 Meeting Minutes were approved without objection (AYES: Members D'Agostino, Sider and Sullivan; Absent: Members Flanagan and Sherwin).

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

4. **Appointment of Chair to Planning and Funding Committee.** (Discussion and Action) Members were asked for their interest in chairing the Committee. This agenda item was continued to the January 8, 2013 meeting.

5. **Update on Changes to Administrative Support to the Urban Forestry Council.** (Explanatory Documents: Administrative Support to the Council Letter; Work Plan, and Administrative Support Comments by Member Hillson)) (Discussion) Committee Members reviewed explanatory documents and expressed concerns about the fairness of the changes to administrative support. This agenda item will be discussed at the Council meeting on December 14, 2012.

   Public Comment:

   Ms. Nancy Wuerfel read a statement into the public record commenting on her disagreement with the budgetary figures provided for administrative support to the Council. She provided a financial analysis of the Urban Forestry Council and offered her support to restore funding and staffing levels.

   Urban Forestry Council Member Rose Hillson reported on a document she researched from the City Controller's Office showing the $51,000 budget allocation to the Council. There was a general discussion about the 2012-2013 and the 2013-2014 fiscal year budgets

6. **Proposal to Amend the Urban Forestry Council Meeting Schedule.** (Explanatory Document: Meeting Schedule Recommendations) (Discussion) Committee Members discussed the pros and cons of reducing the meeting schedule. This agenda item is scheduled for discussion at the Urban Forestry Council meeting on December 14, 2012.

   Public Comment:

   Ms. Nancy Wuerfel asked about noticing for Working Group meetings. She advised the Council to seriously consider aligning meetings with budget meetings and to participate in budget discussions. She also warned against reducing the meeting schedule to just six meetings because of fall off in attendance.

   Council Member Hillson expressed her concerns about Landmark Tree Committee meeting timelines and reduced capacity to meet those timelines if the full Council's meeting schedule were to be reduced. She stated that starting in 2014, if the Council does not meet a certain minimum number of times a year, scheduling will be done 'as available' and not calendared as is done now.
   Mr. Frank Mason stated that it is difficult to find the Council's documents and meeting schedule on the Department of the Environment website.

7. **2011/2012 Urban Forest Annual Reporting.** (Explanatory Document: Revised Survey Questions for Fiscal Year 2011/2012 Report) (Discussion) Committee Members discussed the revisions to the Annual Report Survey Questions for this year. Concern was expressed about the number of hours allocated to this project and whether staff has started work on the project.

Public Comment:

Ms. Nancy Wuerfel inquired about the recipients for the Annual Report questionnaires, if an analysis of responses has been done, and what the Council does with the report once it is complete. An explanation was given on which stakeholders receive questionnaires, and the difference between the stakeholders who do work on trees, and those who work on policy. It was explained that the Council does not have the resources to do an in-depth analysis of the information that is received, but the Council has been trying to gather meaningful information, and doing the best it can. The reports are forwarded directly to the Board of Supervisors with an explanation of its relevancy.

8. **Board of Supervisors and Council Members Meetings Update.** (Explanatory Document: Board of Supervisors Meetings Tracker) (Discussion) Committee Members discussed changes to Board of Supervisors members since the election. Member Sullivan will schedule a meeting date with his District Supervisor Weiner, and Chair D'Agostino will schedule a meeting with her District Supervisor Chiu.

9. **Urban Forestry Council 2013 Work Plan Goals.** (Explanatory Document: Urban Forestry Council Prioritized Work Plan Goals) (Discussion) Committee Members will further review goals from last year and accomplishments made toward goals and create Plans A and B to be chosen based on resources of staff and funding.

Public Comment:

Unidentified Speaker inquired about what specific things the council would like to see happen. Committee responded that a discussion will be held at the full Council meeting on future goals, and that the public is welcome to engage with the Council on projects they would like to see accomplished.

Ms. Nancy Wuerfel suggested that the Council create a goal to restore its funding to $150,000.

Mr. Frank Mason recommended connecting Friends of the Urban Forest and Department of Public Works Bureau of Urban Forestry so that prospective new tree stewards understand their responsibilities and potential consequences for poor maintenance with regards to the full life-cycle of the tree.

10. **New Business/Future Agenda Items.** (Discussion) Chair D'Agostino will look into next steps on organizational capacity and engagement activities for Council Members.

Public Comment:

Mr. Frank Mason commented on the Audit Committee meeting held by Supervisor Weiner and was concerned about some of the property value statistics that were discussed.

Ms. Rose Hillson provided general comments about the Audit Committee meeting.

11. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

12. **Adjournment.** The Urban Forestry Council Planning and Funding Committee meeting adjourned at 5:57 p.m.

Prepared by Maria D'Agostino, Interim Chair

The next Planning and Funding Committee meeting is scheduled for Tuesday, January 8, 2013, at 4:00 p.m., City Hall, Room 421.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) or at the Planning and Funding Committee's meeting website http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas posted with each agenda or meeting minutes, (3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org within three business days of a meeting.

Approved:

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
APPROVED MINUTES
TUESDAY, DECEMBER 11, 2012, 4:00 p.m.

City Hall, Room 421
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102

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COMMITTEE MEMBERS: Maria D'Agostino (Interim Chair), Dan Flanagan, Daniel Sider, Sandy Sherwin, and Andrew Sullivan

Order of Business

Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee meeting convened at 4:12 p.m. Present: Chair D'Agostino, Members Sider and Sullivan; Excused: Members Flanagan and Sherwin.

2. **Approval of Minutes of the October 9, 2012 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: October 9, 2012 Draft Minutes) (Discussion and Action) Upon Motion by Chair D'Agostino, second by Member Sullivan, the October 9, 2012 Meeting Minutes were approved without objection (AYES: Members D'Agostino, Sider and Sullivan; Absent: Members Flanagan and Sherwin).

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

Department of the Environment, City and County of San Francisco
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4. **Appointment of Chair to Planning and Funding Committee.** (Discussion and Action) Members were asked for their interest in chairing the Committee. This agenda item was continued to the January 8, 2013 meeting.

5. **Update on Changes to Administrative Support to the Urban Forestry Council.** (Explanatory Documents: Administrative Support to the Council Letter; Work Plan, and Administrative Support Comments by Member Hillson)) (Discussion) Committee Members reviewed explanatory documents and expressed concerns about the fairness of the changes to administrative support. This agenda item will be discussed at the Council meeting on December 14, 2012.

   Public Comment:

   Ms. Nancy Wuerfel read a statement into the public record **(written copy provided to the Planning and Funding Committee and the full Council)** commenting on her disagreement with the budgetary figures provided for administrative support to the Council. She provided a financial analysis of the Urban Forestry Council and offered her support to restore funding and staffing levels.

   Urban Forestry Council Member Rose Hillson reported on a document she researched from the City Controller's Office showing the $51,000 budget allocation to the Council. There was a general discussion about the 2012-2013 and the 2013-2014 fiscal year budgets. **She provided copies of the 'Coalition for San Francisco Neighborhood' resolution for the Planning and Funding Committee as well as to the full Council.**

6. **Proposal to Amend the Urban Forestry Council Meeting Schedule.** (Explanatory Document: Meeting Schedule Recommendations) (Discussion) Committee Members discussed the pros and cons of reducing the meeting schedule. This agenda item is scheduled for discussion at the Urban Forestry Council meeting on December 14, 2012.

   Public Comment:

   Ms. Nancy Wuerfel asked about noticing for Working Group meetings. She advised the Council to seriously consider aligning meetings with budget meetings and to participate in budget discussions. She also warned against reducing the meeting schedule to just six meetings because of fall off in attendance.

   Council Member Hillson expressed her concerns about Landmark Tree Committee meeting timelines and reduced capacity to meet those timelines if the full Council's meeting schedule were to be reduced. She stated that starting in 2014, if the Council does not meet a certain minimum number of times a year, scheduling will be done 'as available' and not calendared as is done now.

   Mr. Frank Mason stated that it is difficult to find the Council's documents and meeting schedule on the Department of the Environment website.

7. **2011/2012 Urban Forest Annual Reporting.** (Explanatory Document: Revised Survey Questions for Fiscal Year 2011/2012 Report) (Discussion) Committee Members discussed the revisions to the Annual Report Survey Questions for this year. Concern was expressed about the number of hours allocated to this project and whether staff has started work on the project.

   Public Comment:

   Ms. Nancy Wuerfel inquired about the recipients for the Annual Report questionnaires, if an analysis of responses has been done, and what the Council does with the report once it is complete. An explanation was given on which stakeholders receive questionnaires, and the difference between the stakeholders who do work on trees, and those who work on policy. It was explained that the Council does not have the resources to do an in-depth analysis of the information that is received, but the Council has been trying to gather meaningful information, and doing the best it can. The reports are forwarded directly to the Board of Supervisors with an explanation of its relevancy.

8. **Board of Supervisors and Council Members Meetings Update.** (Explanatory Document: Board of Supervisors Meetings Tracker) (Discussion) Committee Members discussed changes to Board of Supervisors members since the election. Member Sullivan will schedule a meeting date with his District Supervisor Weiner, and Chair D'Agostino will schedule a meeting with her District Supervisor Chiu.

9. **Urban Forestry Council 2013 Work Plan Goals.** (Explanatory Document: Urban Forestry Council Prioritized Work Plan Goals) (Discussion) Committee Members will further review goals from last year and accomplishments made toward goals and create Plans A and B to be chosen based on resources of staff and funding.

   Public Comment:

   Unidentified Speaker inquired about what specific things the council would like to see happen. Committee responded that a discussion will be held at the full Council meeting on future goals, and that the public is welcome to engage with the Council on projects they would like to see accomplished.

   Ms. Nancy Wuerfel suggested that the Council create a goal to restore its funding to $150,000. **She recommended that the Department of the Environment ask for funding from other City departments.**

   Mr. Frank Mason recommended connecting Friends of the Urban Forest and Department of Public Works Bureau of Urban Forestry so that prospective new tree stewards understand their responsibilities and potential consequences for poor maintenance with regards to the full life-cycle of the tree.

10. **New Business/Future Agenda Items.** (Discussion) Chair D'Agostino will look into next steps on organizational capacity and engagement activities for Council Members.

Public Comment:

Mr. Frank Mason commented on the **Board of Supervisors Government Audit and Oversight Committee** meeting held by Supervisor Weiner and was concerned about some of the property value statistics that were discussed.

Ms. Rose Hillson provided general comments about the **Board of Supervisors Government Audit and Oversight Committee** meeting.

11. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

12. **Adjournment.** The Urban Forestry Council Planning and Funding Committee meeting adjourned at 5:57 p.m.

Prepared by Maria D'Agostino, Interim Chair and Monica Fish, Council Secretary

The next Planning and Funding Committee meeting is scheduled for Tuesday, January 8, 2013, at 4:00 p.m., City Hall, Room 421.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) or at the Planning and Funding Committee's meeting website http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas posted with each agenda or meeting minutes, (3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org within three business days of a meeting.

Approved: January 8, 2013

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

Regular Meeting Notice and Agenda
Tuesday, January 8, 2013, 4:00 p.m.
City Hall, Room 421
San Francisco, CA 94102

Committee Members: Maria D'Agostino (Chair), Dan Flanagan, Sandy Sherwin, Daniel Sider, and Andrew Sullivan

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the December 11, 2013 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: December 11, 2013 Draft Minutes) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Appointment of Chair to Planning and Funding Committee.** (Discussion and Action)
5. **Appointment of Leaders to Annual Report Working Group, Board of Supervisors Working Group, and Urban Forest Plan Working Group.** (Explanatory Documents: Revised Annual Report Survey Questions for Fiscal Year 2011/2012 and Board of Supervisors Meeting Tracker) (Discussion and Possible Action)
6. **Urban Forestry Council New Member Recruitment.** (Discussion and Possible Action)
7. **Update on Street Tree Pamphlet** (Discussion)
8. **New Business/Future Agenda Items.** (Discussion)
9. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
10. **Adjournment.**

The next Planning and Funding Committee meeting is scheduled for Tuesday, February 12, 2013, at 4:00 p.m., City Hall, Room 421.

Department of the Environment, City and County of San Francisco
11 Grove Street, San Francisco, CA 94102
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Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agendized item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council Planning and Funding Committee meeting will be held at City Hall, Room 421, One Dr. Carlton B. Goodlett Jr. Place, San Francisco, CA, 94102. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

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Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone

No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

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Posted: January 2, 2013

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

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Amended Regular Meeting Notice and Agenda
Tuesday, January 8, 2013, 4:00 p.m.
City Hall, Room 421
San Francisco, CA 94102

Committee Members: Maria D'Agostino (Chair), Dan Flanagan, Sandy Sherwin, Daniel Sider, and Andrew Sullivan

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the December 11, 2013 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: December 11, 2013 Draft Minutes) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Department of the Environment Report on Administrative Support to the Urban Forestry Council.** Speaker: David Assmann, Deputy Director (Informational Report and Discussion)
5. **Appointment of Chair to Planning and Funding Committee.** (Discussion and Action)
6. **Appointment of Leaders to Annual Report Working Group, Board of Supervisors Working Group, and Urban Forest Plan Working Group.** (Explanatory Documents: Revised Annual Report Survey Questions for Fiscal Year 2011/2012 and Board of Supervisors Meeting Tracker) (Discussion and Possible Action)
7. **Urban Forestry Council New Member Recruitment.** (Discussion and Possible Action)
8. **Update on Street Tree Pamphlet** (Discussion)
9. **New Business/Future Agenda Items.** (Discussion)
10. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
11. **Adjournment.**

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The next Planning and Funding Committee meeting is scheduled for Tuesday, February 12, 2013, at 4:00 p.m., City Hall, Room 421.

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

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(Chapter 67 of the San Francisco Administrative Code)

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Posted: January 3, 2013

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
DRAFT MINUTES
TUESDAY, JANUARY 8, 2013, 4:00 p.m.

City Hall, Room 421
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102

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COMMITTEE MEMBERS: Maria D'Agostino (Interim Chair), Dan Flanagan, Daniel Sider, Sandy Sherwin, and Andrew Sullivan

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee meeting convened at 4:20 p.m. Present: Chair D'Agostino, Members Flanagan and Sullivan; Excused: Members Sherwin and Sider.

2. **Approval of Minutes of the December 11, 202 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: December 11, 2012 Draft and Approved Minutes) (Discussion and Action) Upon Motion by Chair D'Agostino, second by Member Sullivan, the December 11, 2012 Meeting Minutes were approved with amendments.

   Public Comment:

   Ms. Nancy Wuerfel asked to amend the minutes (1) Item 5 public comment to indicate that she read her statement and made it available to the full Council in addition to the Planning and

Funding Committee; and (2) Item 9 to add that she recommended that the Department of the Environment ask for funding from other departments.

Council Member Rose Hillson also asked to amend the minutes (1) Item 5 Public Comment to indicate that she provided copies of the 'Coalition for San Francisco Neighborhood' resolution for the Planning and Funding Committee as well as to the full Council, and (2) in Public Comment to clarify that the meeting that is referred to is listed as the Board of Supervisors Government Audit and Oversight Committee.

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

Council Member Hillson inquired whether Chair D'Agostino would be leaving the Council. Chair D'Agostino responded that she would be moving to Anchorage, Alaska.

Ms. Wuerfel presented the Committee with the Department of the Environment's Organizational Chart from the Fiscal Years 2011-2012 and 2012-2013 Mayor's proposed budgets. In the 2011-2012 version, the Urban Forestry Council is one of the entities, in the 2012-2013version, the Urban Forestry Council disappears. Ms. Wuefel requested that copies of the documents be shared with the full Council as well as the Planning and Funding Committee.

Item 4 was heard after agenda items 5 -8.

4. **Department of the Environment Report on Administrative Support to the Urban Forestry Council.** Speaker: David Assmann, Deputy Director (Informational Report and Discussion). The Committee briefly discussed information received about this item. A presentation on this item was not heard at this time.

Public Comment:

Ms. Nancy Wuerfel shared budget information stating that the overall City budget is increasing and questioning why the Urban Forestry Council budget is decreasing. She is specifically concerned about the fact that the Council budget is being calculated with the inclusion of overhead charges for staff time, which has been denied by the City Controller. Ms. Wuerfel reminded the Committee that City departments are required to submit their proposed budgets by February 21, 2013 at 5:00 p.m., and that there is not a lot of time for the Council to make a case. She suggested that the Department of the Environment ask City departments for money to support the Urban Forestry Council.

Council Member Rose Hillson reminded the Committee that the budget process is in progress and was disappointed that a presentation was not heard at this time.

Mr. Frank Mason reported that San Jose is consolidating their commissions to save money. He said that perhaps the Council should look to the Department of Public Works or the Planning

Department to support the Council. He stated that ultimately it comes down to making choices, either to fund street trees or MUNI infrastructure.

5. **Appointment of Chair to Planning and Funding Committee.** (Discussion and Action)

This agenda item was continued for discussion at the full Council meeting on January 25, 2013. The Committee discussed that the Council will potentially lose other members, and that members might be moved between the Planning and Funding Committee and the Landmark Tree Committee. Recruitment opportunities had also been discussed.

Public Comment: Member Hillson mentioned that Council Members Sutherland and Hillan may soon be leaving the Council.

6. **Appointment of Leaders to Annual Report Working Group, Board of Supervisors Working Group, and Urban Forest Plan Working Group.** (Explanatory Documents: Revised Annual Report Survey Questions for Fiscal Year 2011/2012 and Board of Supervisors Meeting Tracker) (Discussion and Possible Action)

The Committee spoke generally about the need to fill gaps in Council membership and specifically about three projects. This agenda item is proposed for discussion at the January 25, 2013 full Council meeting.

It was reported that the Annual Report working group consisted of Members Vargas, Costello and D'Agostino. The Board of Supervisors working group consisted of Members D'Agostino, Costello and Sullivan. Member Sullivan volunteered to lead the Board of Supervisors working group. The Urban Forest Plan working group consisted of Members D'Agostino, Flanagan and Sherwin. Member Flanagan volunteered to lead this group.

Public Comment: Ms. Wuerfel asked about the Urban Forest Plan working group and how the public can find out more information. Chair D'Agostino explained that the Planning Department asked the Urban Forestry Council working group to provide input and to participate in the planning process for the Urban Forest Plan. Ms. Wuerfel requested that the working group report back to the Planning and Funding Committee and full Council to provide the public with an opportunity to hear the information.

7. **Urban Forestry Council New Member Recruitment.** (Discussion and Possible Action)

The Committee discussed the Council's vacant seats and who can fill them. This agenda item was proposed for discussion at the January 25, 2013 Council meeting at which time a discussion may be held about moving members around in order to best meet the needs of the committees.

8. **Update on Street Tree Pamphlet** (Discussion)

Chair D'Agostino updated the group on the progress made for printing the Street Tree Pamphlet. It was reported that the final draft was sent to PG&E to format and print. Chair D'Agostino stated that she would be meeting with the Working Group Wednesday, January 9. It is hoped that revisions to the Street Tree List will be heard at that time.

Public Comment: Ms. Wuerfel asked to clarify that PG&E will be paying for the printing of the pamphlet. Chair D'Agostino confirmed that PG&E would pay for the first round of funding. Ms. Wuerfel asked if the pamphlet would be made available to the public which Chair D'Agostino confirmed that it would be.

Public Comment: Mr. Frank Mason asked if information would be included about pollen and future maintenance costs. Chair D'Agostino responded that this information would not be included.

9. **New Business/Future Agenda Items.** (Discussion) Future agenda items will be discussed at the Council meeting on January 25, 2013.

10. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

11. **Adjournment.** The Urban Forestry Council Planning and Funding Committee meeting adjourned at 5:39 p.m.

The next Planning and Funding Committee meeting is scheduled for Tuesday, February 12, 2013, at 4:00 p.m., City Hall, Room 421.

Prepared by Maria D'Agostino, Interim Chair and Monica Fish, Council Secretary

Copies of explanatory documents are available to the public at (1) the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) or at the Planning and Funding Committee's meeting website http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas posted with each agenda or meeting minutes, (3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org within three business days of a meeting.

Approved:

SF Environment
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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
APPROVED MINUTES
TUESDAY, JANUARY 8, 2013, 4:00 p.m.

City Hall, Room 421
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102

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COMMITTEE MEMBERS: Maria D'Agostino (Interim Chair), Dan Flanagan, Daniel Sider, Sandy Sherwin, and Andrew Sullivan

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee meeting convened at 4:20 p.m. Present: Chair D'Agostino, Members Flanagan and Sullivan; Excused: Members Sherwin and Sider.

2. **Approval of Minutes of the December 11, 202 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: December 11, 2012 Draft and Approved Minutes) (Discussion and Action) Upon Motion by Chair D'Agostino, second by Member Sullivan, the December 11, 2012 Meeting Minutes were approved with amendments.

   Public Comment:

   Ms. Nancy Wuerfel asked to amend the minutes (1) Item 5 public comment to indicate that she read her statement and made it available to the full Council in addition to the Planning and

Funding Committee; and (2) Item 9 to add that she recommended that the Department of the Environment ask for funding from other departments.

Council Member Rose Hillson also asked to amend the minutes (1) Item 5 Public Comment to indicate that she provided copies of the 'Coalition for San Francisco Neighborhood' resolution for the Planning and Funding Committee as well as to the full Council, and (2) in Public Comment to clarify that the meeting that is referred to is listed as the Board of Supervisors Government Audit and Oversight Committee.

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

   Council Member Hillson inquired whether Chair D'Agostino would be leaving the Council. Chair D'Agostino responded that she would be moving to Anchorage, Alaska.

   Ms. Wuerfel presented the Committee with the Department of the Environment's Organizational Chart from the Fiscal Years 2011-2012 and 2012-2013 Mayor's proposed budgets. In the 2011-2012 version, the Urban Forestry Council is one of the entities, in the 2012-2013version, the Urban Forestry Council disappears. Ms. Wuefel requested that copies of the documents be shared with the full Council as well as the Planning and Funding Committee.

   Item 4 was heard after agenda items 5 -8.

4. **Department of the Environment Report on Administrative Support to the Urban Forestry Council.** Speaker: David Assmann, Deputy Director (Informational Report and Discussion). The Committee briefly discussed information received about this item. A presentation on this item was not heard at this time.

   Public Comment:

   Ms. Nancy Wuerfel shared budget information stating that the overall City budget is increasing and questioning why the Urban Forestry Council budget is decreasing. She is specifically concerned about the fact that the Council budget is being calculated with the inclusion of overhead charges for staff time, which has been denied by the City Controller. Ms. Wuerfel reminded the Committee that City departments are required to submit their proposed budgets by February 21, 2013 at 5:00 p.m., and that there is not a lot of time for the Council to make a case. She suggested that the Department of the Environment ask City departments for money to support the Urban Forestry Council.

   Council Member Rose Hillson reminded the Committee that the budget process is in progress and was disappointed that a presentation was not heard at this time.

   Mr. Frank Mason reported that San Jose is consolidating their commissions to save money. He said that perhaps the Council should look to the Department of Public Works or the Planning

Department to support the Council. He stated that ultimately it comes down to making choices, either to fund street trees or MUNI infrastructure.

5. **Appointment of Chair to Planning and Funding Committee.** (Discussion and Action)

This agenda item was continued for discussion at the full Council meeting on January 25, 2013. The Committee discussed that the Council will potentially lose other members, and that members might be moved between the Planning and Funding Committee and the Landmark Tree Committee. Recruitment opportunities had also been discussed.

Public Comment: Member Hillson mentioned that Council Members Sutherland and Hillan may soon be leaving the Council.

6. **Appointment of Leaders to Annual Report Working Group, Board of Supervisors Working Group, and Urban Forest Plan Working Group.** (Explanatory Documents: Revised Annual Report Survey Questions for Fiscal Year 2011/2012 and Board of Supervisors Meeting Tracker) (Discussion and Possible Action)

The Committee spoke generally about the need to fill gaps in Council membership and specifically about three projects. This agenda item is proposed for discussion at the January 25, 2013 full Council meeting.

It was reported that the Annual Report working group consisted of Members Vargas, Costello and D'Agostino. The Board of Supervisors working group consisted of Members D'Agostino, Costello and Sullivan. Member Sullivan volunteered to lead the Board of Supervisors working group. The Urban Forest Plan working group consisted of Members D'Agostino, Flanagan and Sherwin. Member Flanagan volunteered to lead this group.

Public Comment: Ms. Wuerfel asked about the Urban Forest Plan working group and how the public can find out more information. Chair D'Agostino explained that the Planning Department asked the Urban Forestry Council working group to provide input and to participate in the planning process for the Urban Forest Plan. Ms. Wuerfel requested that the working group report back to the Planning and Funding Committee and full Council to provide the public with an opportunity to hear the information.

7. **Urban Forestry Council New Member Recruitment.** (Discussion and Possible Action)

The Committee discussed the Council's vacant seats and who can fill them. This agenda item was proposed for discussion at the January 25, 2013 Council meeting at which time a discussion may be held about moving members around in order to best meet the needs of the committees.

8. **Update on Street Tree Pamphlet** (Discussion)

Chair D'Agostino updated the group on the progress made for printing the Street Tree Pamphlet. It was reported that the final draft was sent to PG&E to format and print. Chair D'Agostino stated that she would be meeting with the Working Group Wednesday, January 9. It is hoped that revisions to the Street Tree List will be heard at that time.

Public Comment: Ms. Wuerfel asked to clarify that PG&E will be paying for the printing of the pamphlet. Chair D'Agostino confirmed that PG&E would pay for the first round of funding. Ms. Wuerfel asked if the pamphlet would be made available to the public which Chair D'Agostino confirmed that it would be.

Public Comment: Mr. Frank Mason asked if information would be included about pollen and future maintenance costs. Chair D'Agostino responded that this information would not be included.

9. **New Business/Future Agenda Items.** (Discussion) Future agenda items will be discussed at the Council meeting on January 25, 2013.

10. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

11. **Adjournment.** The Urban Forestry Council Planning and Funding Committee meeting adjourned at 5:39 p.m.

The next Planning and Funding Committee meeting is scheduled for Tuesday, February 12, 2013, at 4:00 p.m., City Hall, Room 421.

Prepared by Maria D'Agostino, Interim Chair and Monica Fish, Council Secretary

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Approved: February 12, 2013

City and County of San Francisco
*Meeting Notice and Agenda for the
Urban Forestry Council
Planning and Funding Committee

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Tuesday, February 12, 2013, 4:00 p.m.
City Hall, Room 421
San Francisco, CA 94102

***If a quorum of the Urban Forestry Council is present, it will constitute a Special Meeting of the Urban Forestry Council. The Commission Secretary shall make a note of it in the minutes, and discussion shall be limited to items noticed on this agenda.**

Order of Business
Public comment will be taken before the Council takes action on any item.

1. Call to Order and Roll Call.
2. Approval of Minutes of the January 8, 2013 Urban Forestry Council Planning and Funding Committee Meeting. (Explanatory Document: January 8. 2013 Draft Minutes) (Discussion and Action)
3. Public Comments: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. Department of the Environment Report on Administrative Support to the Urban Forestry Council. Speaker: David Assmann, Deputy Director. Mr. Assmann will present on the Department of the Environment's planned administrative support reductions and associated funding for the Council. (Informational Report and Discussion)
5. Board of Supervisors Working Group. Chair to give update as to anticipated Supervisor meetings and potential schedule. (Explanatory Document: Board of Supervisors Meeting Tracker) (Discussion)
6. Update on Street Tree Pamphlet. Chair to give update on status. (Discussion)
7. Urban Forestry Council New Member Recruitment. The Committee will discuss the Council's vacant seats and potential candidates for new members. (Discussion and Possible Action)
8. Urban Forestry Council Annual Goal Setting. The Committee will review last year's goals and identify new goals for 2013. (Explanatory Document: 2012 Urban Forestry Council Prioritized Work Plan Goals) (Discussion and Possible Action)
9. Update on the Urban Forestry Council 2012 Annual Report. (Discussion)

10. New Business/Future Agenda Items. (Discussion)
11. Public Comments: Members of the public may address the Committee on matters that are within the

Committee's jurisdiction and are not on today's agenda.
12. Adjournment.

The next Planning and Funding Committee meeting is scheduled for Tuesday, March 12, 2013, at 4:00 p.m., City Hall, Room 421.

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agendized item, the Committee is limited to:
1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)
Disability Access

The Urban Forestry Council Planning and Funding Committee meeting will be held at City Hall, Room 421, One Dr. Carlton B. Goodlett Jr. Place, San Francisco, CA, 94102. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) or at the Planning and Funding Committee's meeting website http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas with each agenda or meeting minutes, (3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org within three business days of a

meeting. If any materials related to an item on this agenda have been distributed to the Planning and Funding Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the meeting website as attachments to the agenda or meeting minutes.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Posted: February 5, 2013

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
DRAFT MINUTES
TUESDAY, FEBRUARY 12, 2013, 4:00 p.m.

City Hall, Room 421
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102

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COMMITTEE MEMBERS: Andrew Sullivan (Interim Chair), Dan Flanagan, Daniel Sider, Sandy Sherwin

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee Meeting convened at 4:10 p.m. Present: Members Sullivan, Flanagan, Sider and Sherwin (4:40 p.m.). Members Hillson and Sutherland were present for this meeting. Member Flanagan left the meeting during Agenda Item 4 and Member Sherwin joined the meeting during Agenda Item 4. A quorum of the full Council was not present at the same time for this meeting.

2. **Approval of Minutes of the January 8, 2013 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: January 8. 2013 Draft Minutes) (Discussion and Action) Upon Motion by Member Sullivan, second by Member Flanagan, the January 8, 2013 Meeting Minutes were approved without objection (AYES: Members Sullivan, Flanagan and Sider; Absent: Member Sherwin).

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

4. **Department of the Environment Report on Administrative Support to the Urban Forestry Council.** Speaker: David Assmann, Deputy Director. Mr. Assmann will present on the Department of the Environment's planned administrative support reductions and associated funding for the Council. (Informational Report and Discussion)

   Deputy Director Assmann gave an assessment of current funding and future opportunities:
   - Funding has not been reduced.
   - Current funding provides for approximately one 30% full time employee (FTE)(approximately 15% of Ms. Fish's time and 15% of Ms. Hui's time).
   - Past hour allocations have exceeded the available funding.
   - The Department of the Environment is currently looking for additional funding sources and opportunities. The goal is 25-50 thousand dollars in additional funding.
   - Overhead is included in the Department's costs.
   - Director Assmann to meet with Council Chair Flanagan ahead of next full council meeting to understand options for best allocating existing funding and review options for additional funding
   - Director Assmann to provide historic information on previous funding levels and sources.

   Member Flanagan left the meeting and Member Sherwin joined the meeting during this agenda item. Member Sutherland left the meeting after this agenda item.

   Public Comment:

   Ms. Nancy Wuerfel provided comments that were read into the record requesting that the Department of the Environment continue to provide adequate funding and staff support to the Urban Forestry Council (Reference explanatory document).

   Council Member Hillson requested better communication between the Department and Council on budget issues. She referenced Director Nutter's letter regarding a work order for the Urban Forest Program. Member Hillson requested that City department work order allocations for urban forestry work be allocated for its intended purpose. She stated that she was glad that the Department is reaching out to other City departments for additional funding. (Reference explanatory document.)

   Member Sutherland stated that she believes funding was stable at $51,000 for the past two years and asked how the Department managed to maintain the level of staffing. Deputy Director Assmann reported that the Department was spending more than it should have on urban forest work when revenue dropped and is currently working on securing additional funding from City departments to provide adequate support for the Council.

   Item 9 was heard before Items 5-8.

5. **Board of Supervisors Working Group.** Chair to give update as to anticipated Supervisor meetings and potential schedule. (Explanatory Document: Board of Supervisors Meeting Tracker) (Discussion)

Member Sherwin reported that she would reach out to Supervisor Avalos and circulate available dates for a meeting. Member Sullivan reported that he would reach out to Supervisor Wiener and circulate available dates for a meeting.

6. **Update on Street Tree Pamphlet.** Chair to give update on status. (Discussion)

   Prior Council Member D'Agostino would be working with Member Sutherland for a final signoff of the Street Tree Pamphlet. Outstanding item for completion is sign-off on logos for inclusion on the pamphlet.

7. **Urban Forestry Council New Member Recruitment.** The Committee will discuss the Council's vacant seats and potential candidates for new members. (Discussion and Possible Action)

   No discussion was held on this agenda item at this time.

8. **Urban Forestry Council Annual Goal Setting.** The Committee will review last year's goals and identify new goals for 2013. (Explanatory Document: 2012 Urban Forestry Council Prioritized Work Plan Goals) (Discussion and Possible Action)
   This agenda item was deferred for discussion at the next full Council meeting

9. **Update on the Urban Forestry Council 2012 Annual Report.** (Discussion)

   Urban Forestry Council Coordinator Hui reported that she is:
   - Awaiting final responses to the Urban Forestry Council questionnaire and clarification to the Presidio reply. She expects final data within a few days.
   - To forward previous Annual Report format and data/questionnaire summary to the working group (Sandy Sherwin and Larry Costello) once data collection is complete.
   - To currently provide a data summary only. Any additional analysis is to be by the working group.
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    Future agenda items include a review of options for Urban Forestry Council funding and current allocation and options for maximizing funding based on Council needs.

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    There was no public comment at this time.

12. Adjournment. The Planning and Funding Committee meeting adjourned at 5:14 p.m.

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Prepared by Andrew Sullivan, Interim Committee Chair

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Approved:

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
APPROVED MINUTES
TUESDAY, FEBRUARY 12, 2013, 4:00 p.m.

City Hall, Room 421
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102

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12. Adjournment. The Planning and Funding Committee meeting adjourned at 5:14 p.m.

The next Planning and Funding Committee meeting is scheduled for Tuesday, March 12, 2013, at 4:00 p.m., City Hall, Room 421.

Prepared by Andrew Sullivan, Interim Committee Chair

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Approved: March 12, 2013

City and County of San Francisco
Meeting Notice and Agenda for the
Urban Forestry Council
Planning and Funding Committee

Tuesday, March 12, 2013, 4:00 p.m.
City Hall, Room 421
San Francisco, CA 94102

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Order of Business
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1. Call to Order and Roll Call.
2. Approval of Minutes of the February 12, 2013 Urban Forestry Council Planning and Funding Committee Meeting. (Explanatory Document: February 12, 2013 Draft Minutes) (Discussion and Action)
3. Public Comments: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. Strategic Planning Session. The Committee will hold a conversation on strategic planning for the Urban Forestry Council. (Discussion and Possible Action)
5. Review of Urban Forestry Council's Annual Report Format, Content, and Schedule for 2013. (Discussion and Possible Action)
6. Urban Forestry Council 2012 Annual Report Talking Points for Board of Supervisors Meetings. (Discussion)
7. Board of Supervisors Working Group. Chair to give update as to anticipated Supervisor meetings and potential schedule. (Explanatory Document: Board of Supervisors Meeting Tracker) (Discussion)
8. Urban Forestry Council New Member Recruitment. The Committee will discuss the Council's vacant seats and potential candidates for new members. (Discussion and Possible Action)
9. Urban Forestry Council Annual Goal Setting. The Committee will review last year's goals and identify new goals for 2013. (Explanatory Document: 2012 Urban Forestry Council Prioritized Work Plan Goals) (Discussion and Possible Action)
10. Review of Planning Department's Schedule for the Proposed Urban Forest Master Plan and Formation of Work Group. (Discussion and Action)
11. New Business/Future Agenda Items. (Discussion)
12. Public Comments: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
13. Adjournment.

The next Planning and Funding Committee meeting is scheduled for Tuesday, April 9, 2013 at 4:00 p.m., City Hall, Room 421.

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

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1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
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(Chapter 67 of the San Francisco Administrative Code)

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normal office hours or will be made available at the meeting website as attachments to the agenda or meeting minutes.

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Posted: March 7, 2013

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
DRAFT MINUTES
TUESDAY, MARCH 12, 2013, 4:00 p.m.

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City Hall, Room 421
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Andrew Sullivan (Interim Chair), Dan Flanagan, Daniel Sider, Sandy Sherwin

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee Meeting convened at 4:05 p.m. Present: Members Sullivan, Flanagan, and Sider. Excused: Member Sherwin. Council Coordinator Mei Ling Hui present.

2. **Approval of Minutes of the February 12, 2013 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: February 12, 2013 Draft Minutes) (Discussion and Action) Upon Motion by Member Sider, second by Member Flanagan, the February 12, 2013 Meeting Minutes were approved without objection (AYES: Members Flanagan, Sider, and Sullivan; Absent: Member Sherwin).

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

4. **Strategic Planning Session.** The Committee will hold a conversation on strategic planning for the Urban Forestry Council. (Discussion and Possible Action)

   Member Flanagan reported that a strategic planning session was held between himself and Department of the Environment staff. It was stated that the Department is looking into funding a full-day session for the Council in early May. The Mayor's Office will be contacted to develop a list of participants. Coordinator Hui will develop the list, circulate for comment, and contact the Port of San Francisco about the availability of conference room space.

5. **Review of Urban Forestry Council's Annual Report Format, Content, and Schedule for 2013.** (Discussion and Possible Action)

   This agenda item was continued to the April 9, 2013 meeting. Member Sherwin would be asked to forward comments prior to the next meeting.

6. **Urban Forestry Council 2012 Annual Report Talking Points for Board of Supervisors Meetings.** (Discussion)

   Committee members suggested that points of discussion for Board of Supervisors meetings should include (1) the significance of staffing reductions; (2) the decline of the urban forest by more than four percent per year; and (3) to stress the role of the Urban Forestry Council in supporting the Board of Supervisors and in particular the Supervisor's district.

7. **Board of Supervisors Working Group.** Chair to give update as to anticipated Supervisor meetings and potential schedule. (Explanatory Document: Board of Supervisors Meeting Tracker) (Discussion)

   Efforts are in progress to set up a meeting with Supervisors Wiener, Tang, and Mar.

8. **Urban Forestry Council New Member Recruitment.** The Committee will discuss the Council's vacant seats and potential candidates for new members. (Discussion and Possible Action)

   Member Flanagan suggested adding new members Dan Kidda of PG&E and John Leffingwell as a Mayoral appointment.

9. **Urban Forestry Council Annual Goal Setting.** The Committee will review last year's goals and identify new goals for 2013. (Explanatory Document: 2012 Urban Forestry Council Prioritized Work Plan Goals) (Discussion and Possible Action)

   Item 9 was tabled and continued to the Call of the Chair.

10. **Review of Planning Department's Schedule for the Proposed Urban Forest Master Plan and Formation of Work Group.** (Discussion and Action)
    A meeting is scheduled with the Planning Department on March 19. The working group is scheduled to attend. Member Flanagan will circulate a schedule for future meetings.

11. **New Business/Future Agenda Items.** (Discussion)

    Member Flanagan to update the Planning and Funding Committee on a parcel tax for urban forestry. Friends of the Urban Forest is conducting a telephone survey to inquire about support for the tax. The street tree pamphlet is complete and will be sent to the Department of the Environment for storage and distribution.

12. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

13. **Adjournment.** The Planning and Funding Committee adjourned at 5:11 p.m.

The next Planning and Funding Committee meeting is scheduled for Tuesday, April 9, 2013 at 4:00 p.m., City Hall, Room 421.

Prepared by Andrew Sullivan, Interim Committee Chair

Copies of explanatory documents are available to the public at (1) the Department of Environment, 1455 Market Street, Suite 1200, San Francisco, California 94103 between the hours of 9 a.m. and 5 p.m., (2) or may be available at the Planning and Funding Committee's meeting website http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas posted with each agenda or meeting minutes, or 3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org. Audio recordings of all meetings can be accessed at the following website https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/urban-forestry-council-and-committee-meeting-audios.

Approved:

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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3/12/13
approved

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
APPROVED MINUTES
TUESDAY, MARCH 12, 2013, 4:00 p.m.

City Hall, Room 421
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102

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COMMITTEE MEMBERS: Andrew Sullivan (Interim Chair), Dan Flanagan, Daniel Sider, Sandy Sherwin

Order of Business
Public comment will be taken before the Committee takes action on any item.

1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee Meeting convened at 4:05 p.m. Present: Members Sullivan, Flanagan, and Sider. Excused: Member Sherwin. Council Coordinator Mei Ling Hui present.

2. **Approval of Minutes of the February 12, 2013 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: February 12, 2013 Draft Minutes) (Discussion and Action) Upon Motion by Member Sider, second by Member Flanagan, the February 12, 2013 Meeting Minutes were approved without objection (AYES: Members Flanagan, Sider, and Sullivan; Absent: Member Sherwin).

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

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5. **Review of Urban Forestry Council's Annual Report Format, Content, and Schedule for 2013.** (Discussion and Possible Action)

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   Committee members suggested that points of discussion for Board of Supervisors meetings should include (1) the significance of staffing reductions; (2) the decline of the urban forest by more than four percent per year; and (3) to stress the role of the Urban Forestry Council in supporting the Board of Supervisors and in particular the Supervisor's district.

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12. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

13. **Adjournment.** The Planning and Funding Committee adjourned at 5:11 p.m.

The next Planning and Funding Committee meeting is scheduled for Tuesday, April 9, 2013 at 4:00 p.m., City Hall, Room 421.

Prepared by Andrew Sullivan, Interim Committee Chair

Copies of explanatory documents are available to the public at (1) the Department of Environment, 1455 Market Street, Suite 1200, San Francisco, California 94103 between the hours of 9 a.m. and 5 p.m., (2) or may be available at the Planning and Funding Committee's meeting website http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas posted with each agenda or meeting minutes, or 3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org. Audio recordings of all meetings can be accessed at the following website https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/urban-forestry-council-and-committee-meeting-audios.

Approved: May 14, 2013

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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SAN FRANCISCO
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

CANCELLED MEETING NOTICE
TUESDAY, APRIL 9, 2013, 4:00 P.M.
SAN FRANCISCO CITY HALL, ROOM 421
SAN FRANCISCO, CA 94102

The Urban Forestry Council Planning and Funding Committee's Regular Meeting of **Tuesday, April 9, 2013** at 4:00 p.m. has been **CANCELLED** due to a lack of quorum. The next regular meeting is scheduled for **Tuesday, May 14, 2013 at 4:00 p.m.** and will be held at City Hall, Room 421, One Dr. Carlton B. Goodlett Jr. Place, San Francisco, CA 94102. An agenda will be prepared and distributed at least 72 hours prior to the next scheduled meeting. For additional information or to be placed on the agenda mailing list, please contact Monica Fish, Commission Secretary, at (415) 355-3709, by email Monica.Fish@sfgov.org or Mei Ling Hui, Urban Forestry Council Coordinator at (415) 355-3731, or by email at MeiLing.Hui@sfgov.org. Agendas may also be accessed on the Urban Forestry Council's website http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas.

Posted: April 2, 2013

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Mayor

MELANIE NUTTER
Director

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City and County of San Francisco
Meeting Notice and Agenda for the
Urban Forestry Council
Planning and Funding Committee

Tuesday, May 14, 2013, 4:00 p.m.
City Hall, Room 421
San Francisco, CA 94102

Committee Members: Members Flanagan (Acting Chair), Most, Sherwin, and Sider

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Introduction of New Urban Forestry Council and Committee Member.** (Discussion)
3. **Approval of Minutes of the March 12, 2013 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: March 12, 2013 Draft Minutes) (Discussion and Action)
4. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
5. **Review and Feedback of a Priorities and Needs Survey for Urban Forestry Council Members.** Speaker: Michael Allison, Principal, Michael Allison Consulting (Discussion)
6. **Process and Upcoming Steps for Urban Forestry Council Strategic Planning.** Speaker: Michael Allison, Principal, Michael Allison Consulting (Discussion)
7. **Review of Urban Forestry Council's Annual Report Survey, Format, Content, and Schedule for 2013.** (Continued from the March 12, 2013 Meeting) (Explanatory Document: 2012 Annual Report Survey) (Discussion and Possible Action)
8. **Urban Forestry Council New Member Recruitment.** The Committee will discuss the Council's vacant seats and potential candidates for new members. (Continued Discussion from the March 12, 2013 Meeting) (Discussion and Possible Action)
9. **Update on the Proposed Urban Forest Master Plan and Working Group.** (Discussion)
10. **New Business/Future Agenda Items.** (Discussion)
11. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
12. **Adjournment.**

Department of the Environment, City and County of San Francisco
1455 Market Street, Suite 1200, San Francisco, CA 94103
Telephone: (415) 355-3700 • Fax: (415) 554-6393
Email: environment@sfgov.org • sfurbanforestcouncil@sfgov.org * www.sfenvironment.org

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The next Planning and Funding Committee meeting is scheduled for Tuesday, June 11, 2013 at 4:00 p.m., City Hall, Room 421.

Public Comment

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Posted: May 6, 2013

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
DRAFT MINUTES
TUESDAY, MAY 14, 2013, 4:00 p.m.

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City Hall, Room 421
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102

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COMMITTEE MEMBERS: Dan Flanagan, William Most, Daniel Sider, Sandy Sherwin

Order of Business
Public comment will be taken before the Committee takes action on any item.

1. **Call to Order and Roll Call.** The Planning and Funding Committee meeting was called to order at 4:05pm, Present: Members Flanagan, Most, Sherwin and Sider. Member Hillson was present. Council Member Sider left at 5:34pm. Coordinator Hui joined the meeting at 4:11pm.

2. **Introduction of New Urban Forestry Council and Committee Member.** (Discussion) Member Flanagan introduced new Council Member Most and reported on the Board of Supervisors meeting appointment schedule for Dan Kida and Andrew Sullivan.

3. **Approval of Minutes of the March 12, 2013 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: March 12, 2013 Approved Minutes) (Discussion and Action) Upon Motion by Member Sider, second by Member Sherwin, the March 12, 2013 Meeting Minutes were approved without objection (AYES: Members Flanagan, Most, Sherwin and Sider).

4. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

   Items 5 and 6 were discussed together.

5. **Review and Feedback of a Priorities and Needs Survey for Urban Forestry Council Members.** Speaker: Michael Allison, Principal, Michael Allison Consulting (Discussion)

   Member Flanagan introduced Michael Allison. Mr. Allison introduced the strategic planning process and overarching goals of the planning process. The intent is to have two Planning and Funding Committee meetings with a focus around strategic planning, one full Council meeting with discussion of process and planning, one off-site meeting with the full Council and one follow-up with the Planning and Funding Committee to summarize and define direction.

6. **Process and Upcoming Steps for Urban Forestry Council Strategic Planning.** Speaker: Michael Allison, Principal, Michael Allison Consulting (Discussion)

   The agenda for the strategic planning process was outlined and will be presented to the full Council at the May 24 meeting for review and input.

7. **Review of Urban Forestry Council's Annual Report Survey, Format, Content, and Schedule for 2013.** (Continued from the March 12, 2013 Meeting) (Explanatory Document: 2012 Annual Report Survey) (Discussion and Possible Action)

   The Urban Forestry Council's Annual Report work group will meet on June 10th to review/revise survey for release by the end of June. The survey responses are to be returned by the end of July. Responses will be reviewed and approved at the August full Council meeting and released in September.

8. **Urban Forestry Council New Member Recruitment.** The Committee will discuss the Council's vacant seats and potential candidates for new members. (Continued Discussion from the March 12, 2013 Meeting) (Discussion and Possible Action)

   This agenda item was discussed on Agenda Item 2.

9. **Update on the Proposed Urban Forest Master Plan and Working Group.** (Discussion)

   Member Flanagan and Andrew Sullivan gave update on review meetings held with John Swae of the Planning Department. The Planning Dept is planning a mid-July presentation of the in-progress Master Plan at a SPUR presentation.

10. **New Business/Future Agenda Items.** (Discussion) Council Member Most introduced himself.

11. Public Comments: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

12. Adjournment. The Planning and Funding Committee meeting adjourned at 5:48pm.

The next Planning and Funding Committee meeting is scheduled for Tuesday, June 11, 2013 at 4:00 p.m., City Hall, Room 421.

Prepared by Andrew Sullivan, Interim Committee Chair

Copies of explanatory documents are available to the public at (1) the Department of Environment, 1455 Market Street, Suite 1200, San Francisco, California 94103 between the hours of 9 a.m. and 5 p.m., (2) or may be available at the Planning and Funding Committee's meeting website http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas posted with each agenda or meeting minutes, or 3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org. Audio recordings of all meetings can be accessed at the following website https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/urban-forestry-council-and-committee-meeting-audios.

Approved:

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

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approved

REGULAR MEETING
APPROVED MINUTES
TUESDAY, MAY 14, 2013, 4:00 p.m.

City Hall, Room 421
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102

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COMMITTEE MEMBERS: Dan Flanagan, William Most, Daniel Sider, Sandy Sherwin

Order of Business
Public comment will be taken before the Committee takes action on any item.

1. **Call to Order and Roll Call.** The Planning and Funding Committee meeting was called to order at 4:05pm, Present: Members Flanagan, Most, Sherwin and Sider. Member Hillson was present. Council Member Sider left at 5:34pm. Coordinator Hui joined the meeting at 4:11pm.

2. **Introduction of New Urban Forestry Council and Committee Member.** (Discussion) Member Flanagan introduced new Council Member Most and reported on the Board of Supervisors meeting appointment schedule for Dan Kida and Andrew Sullivan.

3. **Approval of Minutes of the March 12, 2013 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: March 12, 2013 Approved Minutes) (Discussion and Action) Upon Motion by Member Sider, second by Member Sherwin, the March 12, 2013 Meeting Minutes were approved without objection (AYES: Members Flanagan, Most, Sherwin and Sider).

4. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

   Items 5 and 6 were discussed together.

5. **Review and Feedback of a Priorities and Needs Survey for Urban Forestry Council Members.** Speaker: Michael Allison, Principal, Michael Allison Consulting (Discussion)

   Member Flanagan introduced Michael Allison. Mr. Allison introduced the strategic planning process and overarching goals of the planning process. The intent is to have two Planning and Funding Committee meetings with a focus around strategic planning, one full Council meeting with discussion of process and planning, one off-site meeting with the full Council and one follow-up with the Planning and Funding Committee to summarize and define direction.

6. **Process and Upcoming Steps for Urban Forestry Council Strategic Planning.** Speaker: Michael Allison, Principal, Michael Allison Consulting (Discussion)

   The agenda for the strategic planning process was outlined and will be presented to the full Council at the May 24 meeting for review and input.

7. **Review of Urban Forestry Council's Annual Report Survey, Format, Content, and Schedule for 2013.** (Continued from the March 12, 2013 Meeting) (Explanatory Document: 2012 Annual Report Survey) (Discussion and Possible Action)

   The Urban Forestry Council's Annual Report work group will meet on June 10th to review/revise survey for release by the end of June. The survey responses are to be returned by the end of July. Responses will be reviewed and approved at the August full Council meeting and released in September.

8. **Urban Forestry Council New Member Recruitment.** The Committee will discuss the Council's vacant seats and potential candidates for new members. (Continued Discussion from the March 12, 2013 Meeting) (Discussion and Possible Action)

   This agenda item was discussed on Agenda Item 2.

9. **Update on the Proposed Urban Forest Master Plan and Working Group.** (Discussion)

   Member Flanagan and Andrew Sullivan gave update on review meetings held with John Swae of the Planning Department. The Planning Dept is planning a mid-July presentation of the in-progress Master Plan at a SPUR presentation.

10. **New Business/Future Agenda Items.** (Discussion) Council Member Most introduced himself.

11. Public Comments: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

12. Adjournment. The Planning and Funding Committee meeting adjourned at 5:48pm.

The next Planning and Funding Committee meeting is scheduled for Tuesday, June 11, 2013 at 4:00 p.m., City Hall, Room 421.

Prepared by Andrew Sullivan, Interim Committee Chair

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Approved: June 11, 2013

City and County of San Francisco
Meeting Notice and Agenda for the
Urban Forestry Council
Planning and Funding Committee

Tuesday, June 11, 2013, 4:00 p.m.
City Hall, Room 421
San Francisco, CA 94102

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Committee Members: Members Sullivan (Chair), Flanagan, Most, Sherwin, and Sider

Order of Business
Public comment will be taken before the Council takes action on any item.

1. Call to Order and Roll Call.
2. Approval of Minutes of the May 14, 2013 Urban Forestry Council Planning and Funding Committee Meeting. (Explanatory Document: May 14, 2013 Draft Minutes) (Discussion and Action)
3. Public Comments: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. Urban Forestry Council Strategic Planning. The Committee will review and discuss feedback from Urban Forestry Council members and stakeholders in the context of their history in preparation for the upcoming strategic planning retreat. (Explanatory Documents: Urban Forestry Council's Strategic Plan Self Assessment Survey, History of 2013 Strategic Planning, Stakeholder Feedback Survey) (Discussion)
5. Annual Urban Forest Report. The Committee will review the updated Annual Urban Forest Report Survey and feedback from members working on the 2012-13 Annual Report and make suggestions to staff for this year's survey and report process. (Explanatory Document: Annual Urban Forest Report Survey) (Discussion)
6. Update on the Urban Forest Plan. A status update will be provided on next steps for the Urban Forest Plan. (Explanatory Document: Urban Forest Plan Draft Outline June 2013) (Discussion)
7. New Business/Future Agenda Items. (Discussion)
8. Public Comments: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
9. Adjournment.

The next Planning and Funding Committee meeting is scheduled for Tuesday, July 9, 2013 at 4:00 p.m., City Hall, Room 421.

Public Comment

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1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)
Disability Access

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Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

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Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

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with each agenda or meeting minutes, (3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Planning and Funding Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 1455 Market Street, Suite 1200, San Francisco, CA 94103 during normal office hours or will be made available at the meeting website as attachments to the agenda or meeting minutes.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Posted: June 7, 2013

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
DRAFT MINUTES
TUESDAY, JUNE 11, 2013, 4:00 p.m.

City Hall, Room 421
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102

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COMMITTEE MEMBERS: Andrew Sullivan (Chair), Dan Flanagan, William Most, Daniel Sider, Sandy Sherwin

Order of Business
Public comment will be taken before the Committee takes action on any item.

1. **Call to Order and Roll Call.** The Planning and Funding Committee meeting was called to order at 4:05pm, Present: Members Flanagan, Most, Sherwin, Sider and Sullivan. Guests in attendance were Mr. John Leffingwell and Mr. Mike Allison. Coordinator Mei Ling Hui was present.

2. **Approval of Minutes of the May 14, 2013 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: May 14, 2013 Draft Minutes) (Discussion and Action) Upon Motion by Member Sherwin, second by Member Flanagan the May 14, 2013 Meeting Minutes were approved without objection (AYES: Members Flanagan, Most, Sherwin, Sider and Sullivan).

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no public comments at this time.

4. **Urban Forestry Council Strategic Planning.** The Committee will review and discuss feedback from Urban Forestry Council members and stakeholders in the context of their history in preparation for

the upcoming strategic planning retreat. (Explanatory Documents: Urban Forestry Council's Strategic Plan Self Assessment Survey and History of 2013 Strategic Planning) (Discussion)

Member Flanagan provided an update on the proposed schedule for the planning session with input by Mr. Mike Allison, Strategic Planning Consultant to the Urban Forestry Council. Mr. Allison stated that he would distribute the proposed agenda and process for the retreat to the full Council at its June 25th meeting. Council Coordinator Mei Ling Hui stated that she would circulate new dates for the full Council Retreat. July 16, 17 and 24 and August 6, 7, 8 and 27 were proposed. After the retreat, Mr. Allison would coordinate the final plan at the Planning and Funding Committee before release to the full Council.

5. **Annual Urban Forest Report.** The Committee will review the updated Annual Urban Forest Report Survey and feedback from members working on the 2012-13 Annual Report and make suggestions to staff for this year's survey and report process. (Explanatory Document: Annual Urban Forest Report Survey) (Discussion)

   Council Coordinator Hui proposed edits to the Annual Urban Forest Report survey that she will edit and distribute to participants by the end of June.

6. **Update on the Urban Forest Plan.** A status update will be provided on next steps for the Urban Forest Plan. (Discussion)

   Member Flanagan provided a summary of the current Planning Department Urban Forest Master Plan. Mr. John Swae (Planning Department staff who is authoring the Plan) will present the current draft to the full Council at the June 25 meeting for review and comment. The Draft Plan is to be presented to the public at a SPUR forum the evening of July 17.

7. **New Business/Future Agenda Items.** (Discussion)

   Mr. John Leffingwell introduced himself as a candidate for Urban Forestry Council membership.

8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

9. **Adjournment:** The Planning and Funding Committee meeting adjourned at 5:22 p.m.

   The next Planning and Funding Committee meeting is scheduled for Tuesday, July 9, 2013 at 4:00 p.m., City Hall, Room 421.

Prepared by Andrew Sullivan, Interim Committee Chair

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Approved:

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
APPROVED MINUTES
TUESDAY, JUNE 11, 2013, 4:00 p.m.

City Hall, Room 421
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102

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COMMITTEE MEMBERS: Andrew Sullivan (Chair), Dan Flanagan, William Most, Daniel Sider, Sandy Sherwin

Order of Business
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   The next Planning and Funding Committee meeting is scheduled for Tuesday, July 9, 2013 at 4:00 p.m., City Hall, Room 421.

Prepared by Andrew Sullivan, Interim Committee Chair

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Approved: July 24, 2013

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Mayor

MELANIE NUTTER
Director

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URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

RESCHEDULED MEETING NOTICE
FROM: TUESDAY, JULY 9, 2013, 4:00 P.M.
TO: WEDNESDAY, JULY 24, 2013, 4:00 P.M.
CITY HALL, ROOM 34
SAN FRANCISCO, CA 94102

The Urban Forestry Council Planning and Funding Committee's Regular Meeting of **Tuesday, July 9, 2013** at 4:00 p.m. that meets at San Francisco City Hall, Room 421, has been **RESCHEDULED to WEDNESDAY, July24, 2013 at 4:00 p.m. and will be held at San Francisco City Hall, Room 034**, One Dr. Carlton B. Goodlett Jr. Place, San Francisco, CA 94102. An agenda will be prepared and distributed at least 72 hours prior to the next scheduled meeting. For additional information or to be placed on the agenda mailing list, please contact Monica Fish, Commission Secretary, at (415) 355-3709, by email Monica.Fish@sfgov.org or Mei Ling Hui, Urban Forestry Council Coordinator at (415) 355-3731, or by email at MeiLing.Hui@sfgov.org. Agendas may also be accessed on the Urban Forestry Council's website http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas.

Posted: July 2, 2013

Department of the Environment, City and County of San Francisco
1455 Market Street, Suite 1200, San Francisco, CA 94103
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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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City and County of San Francisco
Rescheduled Meeting Notice and Agenda for the
Urban Forestry Council
Planning and Funding Committee

From: Tuesday, July 9, 2013, 4:00 p.m.
City Hall, Room 421
TO: Wednesday, July 24, 2013, 4:00 p.m.
City Hall, Room 034
San Francisco, CA 94102

Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Most, and Sherwin

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the June 11, 2013 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: June 11, 2013 Draft Minutes) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Annual Urban Forest Report.** Staff will provide an update on the data that's been gathered for the 2013 Annual Report and review next steps in the process. (Discussion)
5. **Update on the Urban Forest Plan from the Urban Forestry Council Working Group.** Committee Member Dan Flanagan will provide an update on the Plan. (Explanatory Document: Urban Forest Plan Presentation to SPUR) (Informational Presentation and Discussion)
6. **Urban Forestry Council Strategic Planning.** Committee members will review next steps to prepare for the August 27th off-site Strategic Planning Retreat. (Discussion)
7. **New Business/Future Agenda Items.** (Discussion)
8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
9. **Adjournment.**

The next Planning and Funding Committee meeting is scheduled for Tuesday, August 9, 2013 at 4:00 p.m., City Hall, Room 421.

Department of the Environment, City and County of San Francisco
1455 Market Street, Suite 1200, San Francisco, CA 94103
Telephone: (415) 355-3700 • Fax: (415) 554-6393
Email: environment@sfgov.org • sfurbanforestcouncil@sfgov.org * www.sfenvironment.org

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Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

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Posted: July 18, 2013

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

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***RESCHEDULED MEETING**
DRAFT MINUTES
WEDNESDAY, JULY 24, 2013, 4:00 p.m.

City Hall, Room 034
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102

***The Tuesday, July 9, 2013, 4:00 p.m. Regular Meeting of the Planning and Funding Committee that meets at City Hall, Room 421 was rescheduled to Wednesday, July 24, 2013, Room 034, City Hall.**

COMMITTEE MEMBERS: Andrew Sullivan (Chair), Dan Flanagan, John Leffingwell, William Most, Sandy Sherwin

Order of Business
Public comment will be taken before the Committee takes action on any item.

1. **Call to Order and Roll Call.** The Planning and Funding Committee meeting was called to order at 4:07 p.m. Present: Members Flanagan, Leffingwell, Most, and Sullivan. Excused: Member Sherwin. Council Member Jon Swae and Council Coordinator Mei Ling Hui were present.

2. **Approval of Minutes of the June 11, 2013 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: June 11, 2013 Approved Minutes) (Discussion and Action) Upon Motion by Member Flanagan, second by Member Leffingwell, the June 11, 2013 Meeting Minutes were approved without objection (AYES: Members Flanagan, Leffingwell, Most, and Sullivan; Absent: Member Sherwin).

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

4. **Annual Urban Forest Report.** Staff will provide an update on the data that's been gathered for the 2013 Annual Report and review next steps in the process. (Explanatory Documents: 2011 and 2012 Annual Reports) (Discussion)

   Council Coordinator Hui reported that agency feedback received for the Annual Report is consistent with previous years. She provided a summary of agencies that have and have not responded and will provide a draft report for review at the next Planning and Funding Committee meeting. The final report will be ready for review and approval at the August 27, 2013 Urban Forestry Council retreat.

   Public Comment: Council Member Jon Swae suggested including CalTrans and the San Francisco Zoo as agencies that should respond to the survey.

5. **Update on the Urban Forest Plan from the Urban Forestry Council Working Group.** Committee Member Dan Flanagan will provide an update on the Plan. (Explanatory Document: Urban Forest Plan Presentation to SPUR) (Informational Presentation and Discussion)

   Council Member Jon Swae gave an update of the current Urban Forest Plan. Council Member Swae and Council/Committee Member Flanagan presented the current plan at SPUR on July 17, 2013. The Plan was well received. SPUR comments requested that the Plan or the Urban Forestry Council address open space and natural areas program components of the urban forest. Public outreach led by Friends of the Urban Forest will raise awareness and support of the Plan as part of a long-term sustainable funding source. The intent is to have draft ready for the August 27, 2013 Council retreat. Coordinator Hui suggests that the Urban Forestry Council consider passing a resolution endorsing the plan at the August 27 Retreat. The Planning Committee is to consider what the metric or reason for the 25% city canopy cover is.

6. **Urban Forestry Council Strategic Planning.** Committee members will review next steps to prepare for the August 27th off-site Strategic Planning Retreat. (Explanatory Documents: Strategic Planning Agenda Draft, Stakeholder Feedback Survey, Strategic Plan Self Assessment Survey, Urban Forestry Council History of Strategic Planning) (Discussion)

   Mr. Mike Allison provided updates to the Urban Forestry Council August 27 Retreat agenda and structure. The Strategic Plan should address a two-year plan. Friends of the Urban Forest, Department of Public Works and the Planning Department should be invited to provide input and feedback as stakeholder(s). Department representatives will be given a heads up to prepare input as to how the Urban Forestry Council can best serve the various agencies.

   Committee member ideas for discussion items and goals for the August 27 Retreat are as follows: (1) continue Urban Forest Plan effort to support next phase; (2) trees as infrastructure, not ornaments; (3) education of tree planting and maintenance (public and agencies); (4) what are actionable items that could be developed from the current Urban Forest Plan (i.e. funding); (5) structure of the Urban Forestry Council and its Committees versus working groups; (6) natural areas debate (how can the Council study this issue and make recommendations to the Mayor's Office

and Supervisors, etc.); (7) working group that meets two or three times annually to meet with all City departments to discuss grant opportunities and joint grant writing; and (8) get Urban Forestry Council to be a required review process. Council Coordinator Hui will check to see if the City Attorney can weigh in on working group options for outreach/mediation. A draft of the Urban Forestry Council's Strategic Plan should be ready for the Planning and Funding Committee September meeting and then brought back for approval to the full Council for the September meeting.

7. **New Business/Future Agenda Items.** (Discussion)

   Council Coordinator Hui will provide a draft of the Urban Forestry Council's Annual Report for review at the August 13, 2013 Planning and Funding Committee meeting. The Committee will update and review the Council's Strategic Plan at the August 13 meeting.

8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

9. **Adjournment.** The Planning and Funding Committee meeting adjourned at 5:08 p.m.

The next Planning and Funding Committee meeting is scheduled for Tuesday, August 13, 2013 at 4:00 p.m., City Hall, Room 421.

Prepared by Andrew Sullivan, Committee Chair

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Approved:

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

10.8
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approved

***RESCHEDULED MEETING**
APPROVED MINUTES
WEDNESDAY, JULY 24, 2013, 4:00 p.m.

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City Hall, Room 034
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102

***The Tuesday, July 9, 2013, 4:00 p.m. Regular Meeting of the Planning and Funding Committee that meets at City Hall, Room 421 was rescheduled to Wednesday, July 24, 2013, Room 034, City Hall.**

COMMITTEE MEMBERS: Andrew Sullivan (Chair), Dan Flanagan, John Leffingwell, William Most, Sandy Sherwin

Order of Business
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2. **Approval of Minutes of the June 11, 2013 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: June 11, 2013 Approved Minutes) (Discussion and Action) Upon Motion by Member Flanagan, second by Member Leffingwell, the June 11, 2013 Meeting Minutes were approved without objection (AYES: Members Flanagan, Leffingwell, Most, and Sullivan; Absent: Member Sherwin).

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and Supervisors, etc.); (7) working group that meets two or three times annually to meet with all City departments to discuss grant opportunities and joint grant writing; and (8) get Urban Forestry Council to be a required review process. Council Coordinator Hui will check to see if the City Attorney can weigh in on working group options for outreach/mediation. A draft of the Urban Forestry Council's Strategic Plan should be ready for the Planning and Funding Committee September meeting and then brought back for approval to the full Council for the September meeting.

7. **New Business/Future Agenda Items.** (Discussion)

   Council Coordinator Hui will provide a draft of the Urban Forestry Council's Annual Report for review at the August 13, 2013 Planning and Funding Committee meeting. The Committee will update and review the Council's Strategic Plan at the August 13 meeting.

8. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

9. **Adjournment.** The Planning and Funding Committee meeting adjourned at 5:08 p.m.

The next Planning and Funding Committee meeting is scheduled for Tuesday, August 13, 2013 at 4:00 p.m., City Hall, Room 421.

Prepared by Andrew Sullivan, Committee Chair

Copies of explanatory documents are available to the public at (1) the Department of Environment, 1455 Market Street, Suite 1200, San Francisco, California 94103 between the hours of 9 a.m. and 5 p.m., (2) or may be available at the Planning and Funding Committee's meeting website http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas posted with each agenda or meeting minutes, or 3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org. Audio recordings of all meetings can be accessed at the following website https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/urban-forestry-council-and-committee-meeting-audios.

Approved: September 10, 2013

08-07-13P04:45 RCVD

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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City and County of San Francisco
Regular Meeting Notice and Agenda for the
Urban Forestry Council
Planning and Funding Committee

Tuesday, August 13, 2013, 4:00 p.m.
City Hall, Room 421
San Francisco, CA 94102

Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Most, and Sherwin

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the July 24, 2013 Urban Forestry Council Planning and Funding Committee Rescheduled Meeting.** (Explanatory Document: July 24, 2013 Rescheduled Meeting Draft Minutes) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Annual Urban Forest Report.** The Committee will review the Draft Report and provide input to staff. (Explanatory Document: Draft 2013 Urban Forest Report) (Discussion and Possible Action)
5. **Urban Forestry Council Strategic Planning.** Update on the Strategic Planning process (Discussion)
6. **New Business/Future Agenda Items.** (Discussion)
7. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
8. **Adjournment.**

The next Planning and Funding Committee meeting is scheduled for Tuesday, September 10, 2013 at 4:00 p.m., City Hall, Room 421.

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the

comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agendized item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council Planning and Funding Committee meeting will be held at City Hall, Room 421, One Dr. Carlton B. Goodlett Jr. Place, San Francisco, CA, 94102. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

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Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

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Posted: August 7, 2013

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

SAN FRANCISCO
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

NOTICE OF CANCELLED MEETING
TUESDAY, AUGUST 13, 2013, 4:00 P.M.
SAN FRANCISCO CITY HALL, ROOM 421
SAN FRANCISCO, CA 94102

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cancelled

The Urban Forestry Council Planning and Funding Committee's Regular Meeting of **Tuesday, August 13, 2013** at 4:00 p.m. has been **CANCELLED.** The next regular meeting is scheduled for **Tuesday, September 10, 2013 at 4:00 p.m.** and will be held at City Hall, Room 421, One Dr. Carlton B. Goodlett Jr. Place, San Francisco, CA 94102. An agenda will be prepared and distributed at least 72 hours prior to the next scheduled meeting. For additional information or to be placed on the agenda mailing list, please contact Monica Fish, Commission Secretary, at (415) 355-3709, by email Monica.Fish@sfgov.org or Mei Ling Hui, Urban Forestry Council Coordinator at (415) 355-3731, or by email at MeiLing.Hui@sfgov.org. Agendas may also be accessed on the Urban Forestry Council's website http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas.

08-12-13A10:18 RCVD

Posted: August 12, 2013

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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City and County of San Francisco
Regular Meeting Notice and Agenda for the
Urban Forestry Council
Planning and Funding Committee

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Tuesday, September 10, 2013, 4:00 p.m.
City Hall, Room 421
San Francisco, CA 94102

Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Most, and Sherwin

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the July 24, 2013 Urban Forestry Council Planning and Funding Committee Rescheduled Meeting.** (Explanatory Document: July 24, 2013 Rescheduled Meeting Draft Minutes) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
4. **Review and Approval of the Annual Urban Forest Report.** The Committee will review the Draft Report for recommendation to the Urban Forestry Council. (Explanatory Document: Draft 2013 Urban Forest Annual Report) (Discussion and Action)
5. **Strategic Planning Retreat.** Summary and Review of Strategic Planning Retreat Prioritized Action Items. (Discussion)
6. **New Business/Future Agenda Items.** (Discussion)
7. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
8. **Adjournment.**

The next Planning and Funding Committee meeting is scheduled for Tuesday, October 8, 2013 at 4:00 p.m., City Hall, Room 421.

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee

Department of the Environment, City and County of San Francisco
1455 Market Street, Suite 1200, San Francisco, CA 94103
Telephone: (415) 355-3700 • Fax: (415) 554-6393
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for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

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Posted: September 5, 2013

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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee
Draft Minutes

Tuesday, September 10, 2013, 4:00 p.m.
City Hall, Room 421
San Francisco, CA 94102

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SEP 20 2013

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Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Most, and Sherwin

Order of Business

1. **Call to Order and Roll Call.** The Planning and Funding Committee convened at 4:14 p.m. Present: Members Sullivan, Flanagan, and Most. Excused: Members Leffingwell and Sherwin.

2. **Approval of Minutes of the July 24, 2013 Urban Forestry Council Planning and Funding Committee Rescheduled Meeting.** (Explanatory Document: July 24, 2013 Rescheduled Meeting Draft and Approved Minutes) (Discussion and Action) Upon Motion by Member Most, second by Member Flanagan, the July 24, 2013 Planning and Funding Committee Meeting Minutes were approved without objection.

3. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

4. **Annual Urban Forest Report.** The Committee will review the Draft Report and provide input to staff. (Explanatory Document: Draft 2013 Urban Forest Annual Report) (Discussion) Committee members discussed edits and provided comments on the Draft Annual Urban Forest Report that would be incorporated by Council Coordinator Hui and then presented to the full Council for review and approval at the September 27, 2013 Urban Forestry Council meeting.

5. **Strategic Planning Retreat.** Summary and Review of Strategic Planning Retreat Prioritized Action Items. (Discussion) Committee members discussed the need for the full Council to review and revise bylaws to create a new Committee structure (as discussed at the Strategic Planning Retreat). The proposal is to have three Committees (1) Funding; (2) Policy and Planning; and (3) Landmark Tree Ad Hoc Committee.

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The full Council is scheduled to hold a discussion on the specific action items for each of the five goals that were identified at the Strategic Planning retreat. Once a list of action items is developed, the Council (with the help of the Council Coordinator) will identify projected Full Time Employees (FTE's) of Department of the Environment staff needed, associated funding for staff and expenses, and schedule. The full Council will also review the items listed in the Planning Department's Urban Forest Master Plan and determine which of the items would be assigned to the Urban Forestry Council as appropriate.

6. **New Business/Future Agenda Items.** (Discussion) New agenda items are pending the creation of a new Committee structure.

7. **Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

   Mr. Frank Mason stated that "At the recent Department of Public Works (DPW) sponsored public meeting on Cesar Chavez Street improvements, 14 people in attendance voiced their opposition to having street trees planted in their right of way. DPW had informed the residents that within three years the tree maintenance would be relinquished to residents, and they did not want the burden of care." Mr. Mason urged Council members to attend more public meetings and hearings to hear community frustration with this issue.

8. **Adjournment.** The Planning and Funding Committee meeting adjourned at 5:28 p.m.

The next Planning and Funding Committee meeting is scheduled for Tuesday, October 8, 2013 at 4:00 p.m., City Hall, Room 421.

Prepared by Andrew Sullivan, Committee Chair and formatted by Monica Fish, Commission Secretary

Copies of explanatory documents are available to the public at (1) the Department of Environment, 1455 Market Street, Suite 1200, San Francisco, California 94103 between the hours of 9 a.m. and 5 p.m., (2) or may be available at the Planning and Funding Committee's meeting website http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas posted with each agenda or meeting minutes, or 3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org. Audio recordings of all meetings can be accessed at the following website https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/urban-forestry-council-and-committee-meeting-audios.

Approved: